

# MUIR COLLEGE TRANSFER ORIENTATION LEADER APPLICATION 2017

*Please read through the following information carefully. These materials must be completed and submitted on time in order for you to be considered for one of the Muir College Transfer Orientation Leader positions.*

**\*PLEASE KEEP THE FIRST 2 PAGES OF THIS APPLICATION FOR YOUR REFERENCE\***

1. Print and complete the attached application, **along with a current resume**, and return it to the Muir Student Affairs Office in Humanities and Social Sciences Room #2126 *no later than February 27, 2017 by 4pm.*
2. Obtain one (1) letter of recommendation (OR use form attached) from current or former employers, teachers, TAs, UCSD or Muir staff (letters from former OLs, House/Resident Advisors, teachers or coaches are acceptable). It is your responsibility to assure that the letter is submitted by the deadline.

## **REQUIREMENTS FOR EMPLOYMENT**

1. Transfer Orientation Leaders must be undergraduate students who will have completed at least 32 units at UCSD units by the end of Spring Quarter 2017.
2. Must be available to attend:
  - a) (4) 2 hour training sessions during Spring Quarter\*\*  
**\*\*Training days and times will be determined once we have everyone's spring schedule**
  - b) Tunnel of Oppression activity facilitated by The Village – **evening date in late April to be determined**
  - c) Transfer Triton Day - **Saturday, May 6 from 8:00am – 1:30pm**
  - d) Muir College Spring Leadership Retreat - **Saturday, May 20 from 9:00am – 5:30pm**
  - e) OL intensive training sessions on **Monday, September 11 and Tuesday, September 12 from 8:00 a.m. to 5:00 p.m.**, and full days of Transfer Orientation on **September 13, 14 & 15 from 7:00 a.m. to 5:00 p.m.**
3. Must have knowledge of Muir General Education Requirements and involvement opportunities at Muir/UCSD.
4. Leadership experience at the college and experience with upper division courses preferred.

## **COMPENSATION**

- \$11.50 per hour during training (Spring Quarter & September 11 & 12)
- \$12 per hour during the Orientation program (September 13, 14 & 15)
- 2 meals per day during the 3 Orientation sessions

***PLEASE NOTE: some on-campus departments prohibit students from holding a concurrent job. It is recommended that if you are currently employed, that you check with your current supervisor.***

## **HOUSING INFORMATION**

- Housing will **not** be provided by Muir College.
- For students living on-campus in the Fall of 2017, please contact Housing and Dining directly to inquire about early move-in if needed.

## **SPECIFIC DUTIES, RESPONSIBILITIES, AND EXPECTATIONS**

- Transfer Orientation consists of three sessions in September.
- Transfer Orientation Leaders will be assigned a group of 20-25 incoming new transfer students.
- Transfer Orientation Leaders will answer student questions as well as create and participate in orientation workshops focusing on academic requirements and student life as well as discussions centered around diversity and social justice at on campus.
- Transfer Orientation Leaders will assist new students with preparing for the course enrollment process.
- Transfer Orientation Leaders must become knowledgeable about appropriate course work in regard to the Muir College general education and graduation requirements, majors, and electives.
- Transfer Orientation Leaders will be expected to become acquainted with their new students' interests, abilities and attitudes.
- Transfer Orientation Leaders will be expected to be sensitive to the needs and concerns of students.
- Transfer Orientation Leaders may assist the Academic Advisors with advising of the new students.
- Transfer Orientation Leaders will conduct tours of the campus to acquaint new students with campus services, resources, activities and building locations.
- Transfer Orientation Leaders will assist with administrative duties upon request, i.e. preparation of Orientation packets, making signs, etc.
- Transfer Orientation Leaders will be asked to help with physical set up duties i.e., check-in tables, Orientation packets, sign posting, tables, chairs, etc.

**JOHN MUIR COLLEGE  
2017 TRANSFER ORIENTATION LEADER  
\*\* APPLICATION \*\***

**Submit this application along with your resume and recommendation form or letter  
*no later than Monday, February 27, 2017 by 4pm:*  
Muir College Student Affairs Office, H&SS 2126**

***Please reply to the following questions and attach a copy of your resume***

Name\_\_\_\_\_ PID #\_\_\_\_\_

Local Address\_\_\_\_\_

Cell\_\_\_\_\_ Email\_\_\_\_\_

*Circle* Class Level: **FR SO JR SR** Quarter & Year Entered UCSD:\_\_\_\_\_

Major\_\_\_\_\_ Minor\_\_\_\_\_

What institution did you transfer from (if any)? \_\_\_\_\_

Will you have completed 32 UCSD units by the end of Spring Quarter, 2017?  Yes  No

*Feel free to reply to the following questions on a separate piece of paper if more space is needed:*

**1. What do you believe is the most important responsibility of a Transfer Orientation Leader?**

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**2. Why are interested in being a Muir College Transfer Orientation Leader?**

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3. Muir College is looking for a group of students who have a diverse array of experiences and talents to serve as Transfer Orientation Leaders. Please list any unique or special experiences (including participation in student organizations & position(s) at the college or community college level, military experience, first generation college student, student-parent, etc.) you believe would assist you in your ability to connect with incoming transfer students:

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Applicant Signature

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Date

Submit this application along with your resume and recommendation form  
**TUESDAY, FEBRUARY 27, 2017 by 4pm**  
to the Muir College Student Affairs Office, H&SS 2126

**John Muir College**  
**TRANSFER STUDENT ORIENTATION LEADER**  
**Recommendation Form – Due February 27, 2017 by 4pm**

Name of Applicant \_\_\_\_\_

**APPLICANT'S WAIVER OF ACCESS TO LETTER OF RECOMMENDATION:** Under the Federal Family Education Rights and Privacy Act of 1974 and the California Information Practices Act of 1977, students are given the right to inspect their records, including letters of recommendation.

\_\_\_\_\_ I expressly waive my access to this letter of recommendation. I understand that this means I cannot see the letter.

\_\_\_\_\_ I do not waive my access to this letter of recommendation.

Applicant Signature \_\_\_\_\_

\_\_\_\_\_ Date

Your Name \_\_\_\_\_ Title/Position \_\_\_\_\_

Your Address \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_ Length of time you have known applicant \_\_\_\_\_

**During Orientation sessions all new transfer students are invited to UCSD to receive an introduction to the campus and in particular, to John Muir College. The duties and responsibilities of Orientation Leaders are to:**

- Introduce new transfer students to the community of Muir College- key college staff, student leaders, and campus resources.
- Instill excitement in the students about Muir College and offers new students the opportunity to become acquainted with fellow incoming transfer students and facilitate friendships.
- Ease the natural anxieties, calms fears and makes new transfer students comfortable with the transition to UCSD by answering their questions and discussing their concerns.
- Help educate new students about Muir College curriculum, graduation requirements, major requirements and electives.

This student has applied for the position of Orientation Leader. You can assist us in the selection procedure by rating the student on the following abilities:

**1 (poor)      2 (below average)      3 (average)      4 (above average)      5 (excellent)**

If your personal knowledge of the applicant on a given item is very limited, place "NA" in the space provided.

- ◆ \_\_\_\_\_ The ability to work with peers as an active member of a team.
- ◆ \_\_\_\_\_ The ability to be a good listener and demonstrate understanding, empathy and respect.
- ◆ \_\_\_\_\_ The ability to relate to people of diverse backgrounds.
- ◆ \_\_\_\_\_ The ability to present information clearly and accurately.
- ◆ \_\_\_\_\_ The ability to conduct and facilitate discussions in a group setting.
- ◆ \_\_\_\_\_ The ability to adapt readily and appropriately to the changing demands of a program, project or assignment.
- ◆ \_\_\_\_\_ The ability to arrange schedules and finish tasks reliably and dependably.
- ◆ \_\_\_\_\_ The ability to handle several responsibilities at the same time.
- ◆ \_\_\_\_\_ The ability to project a positive attitude- outgoing, personable and friendly.
- ◆ \_\_\_\_\_ The ability to effectively prioritize varying academic, social, and personal activities and responsibilities.

**If you have additional comments, please write them on the reverse side of this form or attach a letter.**

**Please send recommendation via campus mail BY FEBRUARY 27, 2017**

to

**Ann Hawthorne, Assistant Dean of Student Affairs**

**John Muir College 0106**

Or

**Fax to: 858-534-8183**

Signature of Recommender \_\_\_\_\_ Date \_\_\_\_\_