

MUIR COLLEGE TRANSFER ORIENTATION LEADER APPLICATION 2019

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 Academic Advising Office in Humanities and Social Sciences (H&SS) Room #2126 by 4pm on February 20, 2019.
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 36 units at UCSD units by the end of Spring Quarter 2019.
2. Must be available to attend:
 - a) (2) 2 hour training sessions during Spring Quarter**
****Training days and times will be determined once we have everyone's spring schedule**
 - b) Transfer Triton Day - **Saturday, May 4th, from 8:00am – 1:30pm**
 - c) Muir College Spring Leadership Retreat - **Saturday, May 19th, from 10:00am – 5:30pm**
 - d) OL intensive training sessions on **Monday, September 9th**, and **Tuesday, September 10th, from 8:00 a.m. to 5:00 p.m.**, and full days of Transfer Orientation on **September 11th, 12th & 13th 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

- \$12.00 per hour during training (Spring Quarter TBD & September 9th & 10th)
- \$12.21 per hour during the Orientation program (September 11th, 12th & 13th)
- 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 2019, 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.
- Transfer Orientation Leaders will be expected to table at Transfer Triton Day on May 11, 2019

John Muir College
TRANSFER STUDENT ORIENTATION LEADER
Recommendation Form – Due February 15, 2019 by 4pm

Name of Applicant _____

<p>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.</p> <p>_____ I expressly waive my access to this letter of recommendation. I understand that this means I cannot see the letter.</p> <p>_____ I do not waive my access to this letter of recommendation.</p>	
<p>_____ Applicant Signature</p>	<p>_____ Date</p>

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 15, 2019
to
Joseph Villegas, Orientation & New Student Programs Coordinator

John Muir College 0106

Or

Fax to: 858-534-8183

Signature of Recommender _____ Date _____