

Title: Orientation Intern (2024-2025 year)

College: Muir

Desired Start Date: 1/9/2024

Duration: January 2024 - December 2025

Title Code: STDT 3

Pay Rate/Hour: Level 1 - \$18; Level 2 - \$19

DESCRIPTION

Supervisor: Assistant Dean of Student Affairs, Claudia Peña

Work study: Not required but may be used

Employer: UC San Diego - Muir College

Serving under the supervision of the Assistant Dean of Student Affairs, assists with First-Year, Transfer, and Family Orientation for the 2024 Muir College Orientation Program.

Responsibilities include:

Recruitment of Freshman and Transfer Orientation Leaders

- Assist in creating all materials for Orientation Leader interviews
- Participate in and facilitate Orientation Leader interviews
- Review Orientation Leader job description
- Creatively publicize and distribute Orientation Leader job description and duties
- Coordinate logistics associated with the Orientation Leader information session such as managing RSVPs, developing signage, sending reminders, and coordinating set up
- Assist with planning and providing support for pre-orientation team meet and greet

Logistical Planning

- Assist the Assistant Dean of Student Affairs in logistical planning for the Freshman and Transfer Orientation programs
- Assist the Assistant Dean of Student Affairs with Triton Days
- Assist with coordination of appropriate signage with Transportation and Parking Services for all Orientation programs; Confirm signage is set-up appropriately during Orientation sessions

College-Wide Orientation Support

- Assist with the creation of college Orientation videos (e.g., COMPASS, Canvas, summer communication, social media). Arrange filming dates across College units (Advising, Student Affairs, Writing) and with individuals (e.g., Orientation Leaders, Provost).
- Assist with the design of the Orientation t-shirts and Orientation giveaways (water bottles, lanyards, stickers, etc.). Work with the Assistant Dean of Student Affairs on design and options, etc.
- Assist with preparation of and actively participate in training sessions including distributing reminders, preparing training, arranging for department presentations at orientation staff training (SARC, Programs Abroad, Center for Communications & Leadership, etc.)

- Assist with the planning and preparation of New Student summer webinars, providing technical support as needed.
- Assist with the planning and preparation of Orientation Leader staff training.
- General office duties associated with Orientation, such as making photocopies, filing, ordering and moving items, computer work, logistics, etc.

Orientation sessions

- Serve as point of contact for Day-Of Orientation calls and e-mails
- Follow-up with 'no-show' students
- Assist with set-up, check-in, and virtual summer webinars as needed.
- Organize Orientation Leader introductions during Welcome session.
- Troubleshoot throughout orientation sessions; facilitate any challenges that arise.
- Step in for Orientation Leader as needed (if Orientation Leader is unable to attend).

Post-Orientation

- Compile notes from orientation and suggest any necessary changes to the schedule and materials.
- Collect photos and videos from Orientation sessions for potential social media use.
- Communicate regularly with Orientation Leaders.

Physical requirements/special considerations of employment:

- Some lifting of heavy boxes and moving of tables and chairs

Mandatory meeting/session dates

- Must be available to work irregular hours to assist with all Orientation programs
- Triton Day and Transfer Triton Day, which is set by Undergraduate Admissions each year
- Must be available to work in the office up to 10 hours/week
- Must be available to work 40 hours/week in support of the Orientation programs

Compensation

- Level 1 - \$18/hour (prior to orientation sessions); Level 2 - \$19/hour (40 hours/week during orientation sessions)
- Some meals are provided during each orientation session

Work Schedule (all rates and start and end times are estimates)

4-8 hrs/wk in Winter Quarter

8-10 hrs/wk in Spring Quarter

20-40 hrs/week during August and September

Triton Days (Winter and Spring Quarters)

Orientation Sessions: 7:00am-6:00pm

September Training & Prep

Orientation Dates

September 14-27, 2024

** These are approximate dates for the program and may vary slightly based on enrollment

Qualifications

- Must be a registered UC undergraduate student
- Must pay UCSD student services fees each quarter working (Spring UCSD student services fees to work summer).
- Preference given to students with good conduct and in good academic standing
- Candidates must have completed at least 36 units by the end of Spring Quarter and be currently enrolled
- Must have experience as an Orientation Leader, Orientation Assistant, etc.
- Must be able to communicate effectively, function as a team member and display an awareness of and sensitivity to cultural diversity
- Must have an overall commitment to Muir College and UC San Diego
- Must be authorized to work in the US and provide all supporting documents
- Must have general knowledge of Muir College community
- Computer experience with Google Suite, Zoom, Microsoft Word, Excel, Outlook, and Powerpoint.
- Excellent time management skills
- Ability to work well under pressure

NOTE: If you have any relatives employed at UCSD, you must include the name, relationship and department where employed in your cover letter. This information is used only for the purpose of complying with the University's nepotism policy.