

Title: Orientation Leader (2024 year)
College: Muir
Desired Start Date: 4/1/2024 - 5 /1/2024
Duration: April 1, 2024 - December 31, 2024

Supervisor: Claudia Peña
Application: Online form
Work Study: Not required, but may be used

*potential for extension
Pay Rate Title Code: STDT 3

Employer: UC San Diego – Muir College

Application: <https://thecolleges.ucsd.edu/resources/orientation-leader-app.html>

DESCRIPTION

Serving under the supervision of the Assistant Dean of Student Affairs, work with and assist the Muir College staff in welcoming and informing new students and families attending the 2024 Muir College Orientation Programs.

An ideal candidate for the Orientation Leader position will be able to convey information to new students and their families on academics, programs, services, and campus life. An ideal candidate will be a student who is interested in further developing leadership skills and can work well both independently and in a team setting.

Responsibilities include:

- Assist college staff with coordinating and implementing the orientation programs
- Program coordination: implement the orientation program, develop team-building and involvement opportunities for new students and families, and assist in the evaluation of the program
- Group leadership: lead small group discussions, direct campus tours, and demonstrate management of group dynamics and conflicts
- Role modeling: display sensitivity and empathy when engaging with students with diverse cultures and social identities, foster an inclusive community, maintain a keen awareness of equity, encourage commitment to academic and holistic success, and exemplify the Muir College mission
- Peer advising: effectively communicate the Muir College academic curriculum and provide student information on student development opportunities and other university services and programs
- Administrative tasks: assist the Orientation staff with various duties including but not limited to orientation packet preparations, new student correspondences, signage, etc.
- Facilitate small group discussions on student and campus life
- Answer student questions as well as participate in skits concerning student life at UC San Diego
- Establish rapport with new students
- Additional responsibilities as assigned

Orientation Leader Training (STDT 3)

- Attend and actively participate in all Orientation Leader training sessions, including the Orientation Leader training in Fall and Spring Leadership retreats
- Work to understand and promote the philosophy of Muir College
- Become acquainted with services, activities, staff, and facilities at Muir College and UC San Diego
- Participate in the evaluation process as required by the program coordinator

Orientation Sessions (STDT 3)

- Implement orientation programs as outlined in the agenda
- Facilitate small group discussions with new, incoming students
- Develop introductory, team-building, and involvement opportunities for small groups
- Demonstrate effective management of group dynamics and conflict resolution
- Demonstrate professional and appropriate relationships with students, families, and other staff members during training and the orientation programs
- Be prepared to answer questions concerning student life, academic requirements, student services, and activities – both formal and informal aspects of UC San Diego
- Job requirements also include other duties as assigned by professional college staff

Physical requirements/special considerations of employment

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

Mandatory Dates and Time Commitments

- Spring Orientation Leader training and retreats to begin between April and May 2024
- All Colleges Orientation Day: May 4, 2024 8am - 5pm
- Orientation Leader Fall Training: September 11-17 (tentative)
- Orientation Dates: September 18-27 (tentative)
- Fall Recruitment for OL's
- Potential Extension for Winter Program and Event Opportunities

Work Schedule (all start and end times are estimates)

- Spring Orientation Leader training and retreats to begin between April and May 2024
- Orientation sessions from 7:00am - 5:30pm (one half hour break each day)
- 8 hour days for Fall Training dates September (tentative) usually occurring the week before orientation sessions
- Assisting with Fall Recruitment Activities
- Potential Extension for Winter Program and Event Opportunities

Compensation

Training (STDT 3)

- April 1, 2024 –September 17, 2024 (tentative)

Orientation Sessions (STDT 3)

- September 18, 2024 – September 27, 2024 (tentative)
- Early move-in for housing is available for Orientation Leaders in September who will be living on campus for the 2024-2025 academic year
- Lunch is provided during each orientation session (some breakfasts and dinners may also be provided)

Qualifications

- Must be registered UC undergraduate student
- Must pay UC San Diego student services fees each quarter working (SP24 UC San Diego student services fees required to work summer)
- Preference given to students with good conduct and in good academic standing
- Must be able to communicate effectively, function as a team member, and display an awareness of and sensitivity to diverse cultures and communities
- Must have an overall commitment to Muir College
- Must be authorized to work in the US and provide all supporting documents
- Must have thorough knowledge of Muir College and the Muir College community
- Must be flexible and have the ability to adapt readily to and appropriately to the changing demands of a program, project, assignment, or program format
- Must have experience leading/facilitating discussion groups and presenting information clearly and accurately
- Must have thorough knowledge of Muir College General Education requirements and UC San Diego graduation requirements as well as Muir College student activities and campus life

NOTE: If you have any relatives employed at UC San Diego, you must include their name, relationship, and department employed. This information is used only for the purpose of complying with the University's nepotism policy.