

RESPONSIBILITIES: Orientation assists new students with their transition to campus by providing programs and services that outline the University's academic requirements as well as social and developmental opportunities. In addition, Orientation provides parents with an understanding of University expectations and policies required of their student.

DUTIES:

- Serve as a knowledgeable, friendly, welcoming representative of Chico State
- Advise students on General Education and graduation requirements
- Evaluate college and AP credits for GE equivalencies
- Assist students with schedule planning and course registration
- Serve as a resource for campus programs and services
- Portray Chico State, its policies, services and programs in a professional manner
- Coordinate morale activities for entire Orientation staff
- Conduct large and small group presentations for students and parents
- Lead campus tours

TRAINING: Prospective Summer Orientation Leaders must enroll in a 3-unit training course (UNIV 389) in Spring 2022, which meets Tuesdays and Thursdays from 3:30-4:45pm (*tentative time, may be subject to change*). This course is designed to train future leaders to work with incoming students, as well as to sharpen communication, interpersonal, and leadership skills. Leaders will also be required to participate in **three mandatory training workshops** (*see tentative dates below*). Students who pass the training course and meet competency will participate in a paid intensive **final training session and mandatory staff retreat** (*see tentative dates below*).

QUALIFICATIONS: Summer Orientation Leaders work closely with students, parents, guests, faculty, administrators, and others in a variety of academic and interpersonal capacities, both indoors and outdoors on campus and virtually as well. Orientation Leaders must be highly motivated, flexible, and detail-oriented with excellent communication skills. They must also demonstrate good judgement and professionalism as well as substantial knowledge of the campus community in order to represent the University fairly and accurately. Prior leadership experience is highly desirable. Candidates will be required to pass a Department of Justice (DOJ)/Federal Bureau of Investigation (FBI) fingerprint clearance (referred to as Live Scan) prior to beginning employment.

COMPENSATION: Orientation Leaders will be paid \$15.00/hour during Final Training, which will total approximately \$4,000-\$5,000 for work between May and July. Polos are provided. Lunches may be provided (pending in-person orientation approval). Meals and transportation are provided for the retreat (pending in-person retreat approval). Some weekends and possible evening hours may be required.

KEY DATES:

- Must enroll in 3-unit Spring 2022 leadership training course: T/TH 3:30-4:45
- **General Meetings: tentatively 12/9 and 12/10**
- **Beginning of the year Class Party: tentatively 1/21**
- **Three Friday evening training workshops: tentatively 2/11, 3/4, 4/8**
- **Final Training and Staff Retreat: TBA (tentatively week following finals)**
- Must be available to work all of June and July (Monday through Thursday) and a few August dates.

ORIENTATION AND NEW STUDENT PROGRAMS MISSION STATEMENT: As a student transition program, let us be judged on our role in promoting the social mobility, cultivating the academic capital, and **increasing the students that we include and help succeed.**

We desire to recruit an extraordinary Summer Orientation team – students who represent our diversity in ethnicity, experience, age, gender, background, and academic interests.