

Marshall Orientation Leader (Miller) – Student Assistant 2 & 3

Title: Orientation Leader 2019

College: Marshall College

Supervisor: Elizabeth Miller

Desired Start Date: April 1, 2019

Application: marshall.ucsd.edu

Duration: April 1, 2019 to September 30, 2019

Work study: Not required but may be used

Title Code: Student Assistant 2 & 3

Employer: UCSD – Marshall College

Pay Rate/Hour: \$TBD (STDT 2) & \$TBD (STDT 3)

Description:

Serving under the supervision of the Orientation Leadership team, the Orientation Leader (OL) will work with and assist Marshall College staff in welcoming and informing new students and families for 2019 College Orientation program.

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

Responsibilities include:

- **Program Coordination:** implement the orientation program; develop team-building and involvement opportunities for new students and families; assist in the evaluation of the programs.
- **Group Leadership:** lead small group discussions; direct campus tours; establish a rapport with student, and demonstrate effective management of group dynamics and conflicts.
- **Role Modeling:** display sensitivity to different cultures and an awareness of multi-culturalism; encourage commitment to academic success; and exemplify Marshall College spirit and pride.
- **Peer-Advising:** effectively communicate the Marshall College academic curriculum; and provide information on student development opportunities and other university services and programs.
- **Administrative Tasks:** assist with various duties including orientation packets preparation, creation of directional signage, set-up of meeting areas, run errand, working check-in and check-out tables, and assist with the set up and clean up
- Participate in orientation skits concerning student life, residential life and academic life at UC San Diego
- Additional responsibilities as assigned, within student classification.

Orientation Leader Training:

- Attend and actively participate in all OL training sessions, including weekly spring quarter training (Thursdays, 2:00pm-3:20pm) and September OL training (exact dates TBD)
- Work to understand and promote the philosophy of Marshall College
- Become acquainted with services, activities, staff, and facilities at Marshall College and UC San Diego
- Participate in evaluation process as required by program coordinators

Summer Communication:

Communicate with Orientation Team via e-mail during the summer and answer any general questions from group members

Fall Orientation Sessions:

- Implement Orientation Programs as outlined by the agenda
- Facilitate small group discussions with 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, parents, and other staff members during training and Orientation Programs

- Be prepared to answer questions concerning student life, academic requirements, student services and activities.
- Facilitate group activities during Orientation and Welcome Week
- Job requirements also include other duties, as assigned by Orientation professional staff

Physical requirements/special considerations of employment:

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

Mandatory Meeting/Training Dates:

- Mandatory Spring Quarter Training (Thursdays, Week 1-10, 2:00pm-3:20pm – Location TBA)
- Must be available to work irregular hours to assist with the September Orientation and Welcome Week programs

Compensation:

Training:

- STDT 2 - 5% - April 1 - September 16, 2018 11.50/hr

Orientation Sessions:

- STDT 3- 100% September 17-24, 2018 (40 hours/week during session week plus breakfast & lunch are provided during each orientation session day (some dinners may also be provided) \$12.00/hr

Orientation Dates and Welcome Week Events:**

- September 17, 2018
- September 19, 2018
- September 20, 2018
- September 21-26, 2018 (Welcome Week)

** 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 (SP18 UCSD student services fees to work summer).
- Must be able to communicate effectively, function as a team member and display an awareness of and sensitivity to cultural diversity.
- Must have knowledge of and an overall commitment to Marshall College.
- Must be available to work irregular hours.
- Must be flexible and have the ability to adapt readily and appropriately to the changing demands of a program, project or assignment.
- Must have experience leading/facilitating discussion groups and presenting information clearly and accurately.
- Must have thorough knowledge of Marshall College General Education requirements and UC San Diego graduation requirements as well Marshall College student activities and campus life.
- Students planning to study abroad in Fall Quarter 2018 will not be considered for an OL position.
- Preference given to students in good academic standing.
- Upon hire, MUST be able to provide proof of eligibility to work in the U.S. Original, unexpired documents REQUIRED. No photocopies or scans accepted. No exceptions.

How to Apply:

Interested applicants must submit a resume and cover letter, along with an online application, at

<http://marshall.ucsd.edu/programs/orientation/orientation-leaders/index.html> no later than **Friday, January 18, 2018.**