



DIVISION OF STUDENT AFFAIRS

UNIVERSITY OUTREACH & SCHOOL RELATIONS

1000 East Victoria Street, WH 240
Carson, California 90747

ORIENTATION LEADER (OL) JOB DESCRIPTION

Outreach & School Relations | 2019 Recruitment

The Orientation Leader (OL) is an important and integral part of a new student's initiation to the University. An OL is selected based on leadership qualities, motivation, intellect, willingness to assume responsibilities, embodiment of CSUDH spirit and ability to relate to first-time college students. OLs will assist new students with the transition to campus life and encourage involvement in the campus community.

Responsibilities

Student Contact and Leadership

- Must maintain high personal standards in behavior, appearance, and attitude in order to serve as a positive representative of CSUDH.
- Must represent University services, academics, organizations, etc., as part of the total University experience in an accurate and unbiased manner.
- Must demonstrate a caring and supportive attitude towards others and be understanding of those whose lifestyles and cultural background vary from their own.

Programmatic Support

- Prepare for orientation sessions by attending team planning meetings, assembling orientation and registration materials, and input data into database.
- Conduct event set-up and wrap-up, oversee check-in, facilitate group sessions, lead walking tours, escort students to programs, provide presentations, aid in portal registration process, and serve in student panels.

Qualifications

Orientation Leaders work closely with students, parents, faculty, administrators, and others in a variety of academic and interpersonal capacities indoors and outdoors on campus. Students applying must:

- Have attended CSUDH at least one semester full-time (12 units)
- Be a student in good academic and behavioral standing with a minimum grade point average (GPA) of 2.7 upon the completion of the Fall 2018 semester
- Demonstrate good organizational and communication skills, especially with large audiences
- Have the ability to work with a diverse campus community
- Represent the University fairly and have pride in CSUDH

Mandatory Time Commitment

- See below for more information

Compensation

- Earn hourly compensation at a competitive rate, with higher pay during the summer months
- Meals (lunch) provided during orientation dates
- Valuable transferable experience with mentoring peers; have the opportunity to make an impact on the lives of others that are going through an important transition.

Contact Information: Email Cailin White at cwhite@csudh.edu or stop by CSUDH Welch Hall 240

Applications are available NOW on CSUDH's HANDSHAKE (Career Center Online Job Board)
Applications are due by Thursday, November 1, 2018

NEW STUDENT ORIENTATION TIME COMMITMENT

The New Student Orientation program maintains an extensive training process for its orientation leaders. All orientation leaders are required to participate in the following training and mandatory NSO dates. Because of regulations regarding student employment and working hours, students who are enrolling in summer courses at CSUDH may not be eligible to work as an NSO leader. Students who will be participating in summer school at CSUDH should speak with Cailin White individually.

2019 New Student Orientation Programs *(All NSO program dates are mandatory for NSO leaders)*

June 2019	July 2019	August 2019
Friday, June 07, 2019 Saturday, June 08, 2019 Thursday, June 13, 2019 Friday, June 14, 2019 Saturday, June 15, 2019 Tuesday, June 18, 2019 Wednesday, June 19, 2019 Friday, June 21, 2019 Wednesday, June 26, 2019 Thursday, June 27, 2019	Tuesday, July 09, 2019 Wednesday, July 10, 2019 Thursday, July 11, 2019 Saturday, July 13, 2019 Wednesday, July 31, 2019	Wednesday, August 14, 2019

2019 NSO Training

Training will begin in March and will continue on select dates through the months of March, April and May. All trainings are mandatory for NSO leaders.

OVERNIGHT RETREAT

Dates and Location, TBD

ON-CAMPUS TRAINING (ALL DAY)

Tuesday, April 2 to Friday, April 5

Saturday, April 13

Thursday, May 23

Tuesday, May 28

Wednesday, May 29

WEEKLY TRAINING (1:00pm to 4:00pm)

Friday, March 1, 8, 15, 22, 29

Friday, April 12, 19, 26

Friday, May 3, 10

Training dates are subject to change.

For any questions, please contact Cailin White at cwhite@csudh.edu.