

## Highlander Orientation Leader Job Description

### Orientation Leader Position Duties:

- Attend all training programs including being on time, being prepared for the training, taking an active role, and staying for the duration of the program.
- Serve as an Orientation Leader for all scheduled Student Orientations and Family Orientation sessions- whether these sessions are being delivered remotely or in person.
- Assist with the set-up, registration, execution and follow-up of each program.
- Provide virtual ice breakers and a welcoming environment for UCR's incoming first-year students. Coordinate assigned students to appropriate functions.
- Maintain a positive working attitude and serve as a positive UCR representative when interacting with all Orientation attendees.
- Demonstrate the ability to be flexible and to react positively under pressure.
- Assist with trouble-shooting and problem solving as challenges arise during the program.
- Ensure the success of specific portions of the program by assisting with the development and facilitation of assigned programs, serving on panels, etc.
- Serve as a campus leader, role model and University employee-including conducting yourself in accordance with all University Policies & Procedures at all times.
- If possible, provide translation (verbal and/or written) in other languages.
- Assist with the evaluation and wrap-up of the Orientation program including making recommendations for next year's program.

### Additional Expectations of Orientation Leaders:

- Maintain a positive working attitude when interacting with all Orientation staff members and other campus professionals.
- Maintain cordial, but neutral relationships with fellow staff to avoid bias or any special treatment to particular staff members.
- Assist all Orientation staff members as needed.
- Attend all meetings, events, and training sessions. This includes being on time and prepared for the meeting or event.
- Serve as a resource and role model for new Orientation Leaders throughout training and the entirety of the Orientation program.
- Understand and maintain the confidentiality of student records that staff members work with before, during, and after Orientation.
- Other duties as assigned while realizing that the Highlander Orientation is a dynamic program that is constantly changing as issues arise that need to be addressed.

### Timeframe of Work Responsibilities:

**Spring:** OL Training every Thursday in Spring quarter from 5-8:00pm (mandatory)

**Summer:**

- **Summer Training:** Exact dates are still tentative and will be updated. Tentative dates are June 28<sup>th</sup> – July 7<sup>th</sup>, 2021
- **Sessions: Freshman Orientation** exact session dates are still tentative and will be updated. Responsible for working from the morning meeting (Day 1) through wrap up (Day 2) on a schedule as determined by your supervisor, plus additional responsibilities as needed. Tentative Dates are July 8<sup>th</sup> – August 17<sup>th</sup>
- **Sessions: Transfer Orientation** exact session dates are still tentative and will be updated. Responsible for working from the morning meeting through wrap up meeting on a schedule as determined by your supervisors, plus additional responsibilities as needed. Tentative dates are August 30<sup>th</sup> – September 10<sup>th</sup>.

### Requirements for Employment:

- Must be a full-time UCR student at the time of application.
- Must have an activated UCR R 'Mail account to be utilized for all Highlander Orientation -related business and communication, and check it regularly.
- Must be in good academic standing (have and maintain a quarterly and cumulative grade point average of 2.50 or better). Staff must submit an unofficial transcript that includes quarterly and cumulative GPA for Fall 2021, Winter 2021 and Spring 2021 to the Student Life office no later than the first business day of the following quarter. Spring 2021 grades will be due the week before June training.

- As an Orientation Leader, you are expected to represent and uphold the values of the University and adhere to University policy. In relation to this, Student Life reviews applicants' and employees' conduct histories. Responsibility for University policy violations may, but does not necessarily, preclude you from receiving an offer for a position, and responsibility for policy violations during the term of employment may result in job action which could include termination of position. By submitting this job application you give full consent to UCR's Student Conduct and Academic Integrity Programs to release all the information in my student conduct file both as part of the application process and during employment.
- Must be able to successfully pass an agency background check and complete the Harvest Shared Services onboarding prior to start date.

**Compensation:**

- Time worked will be paid an hourly rate of \$14.00.
- This position is eligible for work study compensation.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_