



Orientation Leader Student Assistant Position

Job ID: 39555

JOB SUMMARY

The Orientation Leader position requires a serious commitment to Cal State LA and to helping new students and parents transition into the university community. Orientation Leaders assist in the preparation and implementation of all freshmen, transfer, and parent orientation programs during the spring and summer terms. They help new students explore Cal State LA's academic programs, campus resources, and student organizations, while familiarizing them with university policies and procedures.

Orientation Leaders are required to undergo extensive training, and are expected to represent the University to the best of their abilities at all times.

REQUIRED QUALIFICATIONS:

- *A team player
- *Articulate
- *Eager to help others
- *Energetic
- *Enthusiastic
- *Responsible
- *Self-motivated
- *Willingness to learn

RESPONSIBILITIES AND JOB DUTIES:

- Assist with planning and execution of orientation sessions for freshmen, transfer students, and parents
- Conduct expert campus tours
- Facilitate small and large group sessions and deliver campus life presentations
- Assist students with registration process (GET, schedule information, etc.)
- Attend all trainings and meetings
- Deliver outstanding customer service
- Other duties as assigned

SALARY AND BENEFITS

- \$12 p/hr
- Exclusive Cal State LA gear
- Access to special events and campus opportunities
- A great time working with a team and developing your leadership abilities

TIME COMMITMENTS

- Mandatory in-person training during the spring semester (12-13 weeks, up to 5 hours per week)
- Mandatory attendance at Boot Camp prior to the start of Orientation (1st week of June)



- *Minimum* summer availability of 24 hours per week (exceptions will not be made to accommodate other on- or off- campus employment)

Golden Eagle Orientation is searching for candidates in excellent academic standing (2.5 cumulative GPA and higher). We welcome students from all backgrounds and identities to apply.

Complete and return the Career Center Application, Orientation Leader Supplemental Application, and a Letter of Recommendation to New Student and Parent Programs by

November 16, 2018 by 5pm.



Orientation Leader Supplemental Application

Name _____ CIN _____
Last First

SECTION I - PERSONAL INFORMATION

Cal State LA E-mail Address _____
*Please note: ALL email communication will be sent via Cal State LA email

Address _____

City _____ State _____ Zip _____

Primary Phone No. _____ [] Home [] Cell [] Other

Are you FLUENT in a language other than English? If so, please list language(s):

SECTION II - STUDENT INFORMATION

Anticipated Year of Graduation _____ Major(s) _____

Fall 2018 GPA _____ Cumulative GPA _____ (GPA will be verified)

I have applied, or plan to apply, for Work Study for the 2018-19 academic year: [] Yes [] No

SECTION III - QUESTIONS

Please answer the following questions clearly and completely. Attach additional sheets if necessary.

- 1. What skills, qualities and/or experiences do you have that will enable you to be a great Orientation Leader?

Four horizontal lines for writing the answer to question 1.



2. What do you like *most* about your college experience so far?

3. What do you like *least* about your college experience so far?

4. Why did you decide to apply for this position? (For real)

5. **I understand** that I must attend all training sessions: Yes No

I understand that I must be able to commit at least 24 hours per week to Orientation during the summer, regardless of other possible employment: Yes No

SECTION IV – LETTER OF RECOMMENDATION

Please attach a Letter of Recommendation written by a full-time staff or faculty member at Cal State LA or your immediate previous institution, or from a current or previous supervisor.

The Letter of Recommendation should address the applicant’s attitude, initiative, interpersonal communication skills, and reliability. The recommender may also include special qualities or skills that make the applicant a superior candidate. Letters should be kept to a single page, if possible.

Career Center Application, Supplemental Application, and Letter of Recommendation deadline:

Friday, November 16, 2018 by 5 pm