Dear Student,

Congratulations on taking the first step to becoming an Orientation Leader (OL)! Serving the University as an Orientation Leader provides you the opportunity to assist in transitioning our newest Bulls to the USF family! Over the course of your time as an OL, you will provide leadership to new students, interact with family members, build relationships with University Faculty and Staff and be a part of making an impact on USF, all while developing personally and professionally.

Each year, USF admits thousands of new students – first year students, transfer students, and international students – all of which have their own separate orientation programs. This particular information packet is for applicants that are interested in working with first year students.

This information packet contains a detailed position description including qualifications and expectations, compensation package, and a detailed description of the application process and selection timeline. Please pay close attention to instructions for completing and submitting the application materials!

I sincerely hope you will consider applying to be part of the Orientation team! Applications are due online on Friday, September 29 at 5:00 p.m. Please note that late applications will not be considered. If you have any questions about the position or application, please do not hesitate to contact me!

Have a great day and GO BULLS!

Jeff Fusco  
Coordinator, First Year Orientation  
Office of Orientation  
Jfusco1@usf.edu | 813-974-3060
# Position Description

<table>
<thead>
<tr>
<th>Position</th>
<th>Orientation Leader (OL) – First Year Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Overview</td>
<td>The OL serves as a leader, supporter, facilitator and coach to new first-year students in an effort to provide a seamless transition to USF. The OL is part of a larger Orientation team that includes OLs for Transfer Students, OLs for Family &amp; Guests, professional staff and student office staff. As a team of almost 100 people, we provide high-quality education, support and transition resources to nearly 4,600 first year; 8,000 transfer students, and 4,500 family members and guests.</td>
</tr>
<tr>
<td>Supervised By</td>
<td>Jeff Fusco, Coordinator</td>
</tr>
<tr>
<td>Start/End Date</td>
<td><strong>Class Begins:</strong> January 10, 2018. <strong>Employment term:</strong> April 6, 2018-January 5, 2019</td>
</tr>
</tbody>
</table>
| Minimum Qualifications (all qualifications will be verified) | 1. Full-time, enrolled degree-seeking undergraduate through at least Spring 2018.  
2. Minimum 2.75 semester and cumulative GPA at the time of hiring and must maintain a 2.75 semester/cumulative GPA throughout the term of employment (Spring 2018, Summer 2018 and Fall 2018). If you do not have a USF GPA, you may substitute a GPA from your previous institution (transfer students) or high school (first year).  
3. Be in good standing with the University and Office of Student Rights & Responsibilities, prior to and throughout the entire term of employment.  
4. Available for all the required dates/times listed (see “Dates & Commitments”).  
5. Participation in the OL class (SLS 3275) on Wednesday’s from 8:00 a.m. – 10:45 a.m. in Spring 2018 (see Position Terms and Conditions for more information).  
6. Has a deep love for USF and demonstrates ridiculous levels of school pride & spirit! GO BULLS! |
| Position Responsibilities | **The “What” of the Job**  
1. Serve as a leader and guide to a small group of 12-14 students for each Orientation session (facilitate small group meetings, conduct campus tours, etc.).  
2. Assist with the logistical execution of Orientation sessions (check-in, parking, directional, etc.).  
3. Participate in one large group speaking opportunity.  
4. Actively recruit the next Orientation Leaders via participating in recruitment events and providing recommendations.  
5. Support New Student Connections (NSC) events throughout the first few weeks of each semester during your employment. |
| Competencies | The Office of Orientation is committed to your development as a leader and therefore has identified the following leadership competencies to frame our training, development and feedback processes. Competencies can be described as “how” we get the job done – and in Orientation the how is as (if not more in some cases) important than the actual job. Applicants should demonstrate a basic level of competency in the areas listed below. We do not expect you to be an expert, but we do expect a commitment to learning, growing and continually striving to be better in each of these areas: |
| Competencies Cont. | Self-Management | Displays a high level of initiative, effort, and commitment; is timely, works with minimal supervision; is motivated to achieve; demonstrates responsible behavior, is professional at all times, ability to manage stress and be adaptable/flexible. |
| Servant Leadership | Develops a sense of selflessness; Effectively manages team dynamics; takes charge when necessary; skilled in coaching, facilitating, inspiring and empowering others; comfortable with resolving/managing conflict; values diversity; serves as a role model. This includes volunteering at least two (2) transfer sessions and other unpaid commitments as agreed upon with your supervisor. |
| Critical Thinking | Pays attention to detail; ability to multi-task; makes informed decisions; creatively solves problems; discerns when to act and when to ask; utilizes the skills of other to accomplish tasks. |
| Emotional Intelligence | Demonstrates self-awareness and humility; ability to perceive, understand, reflect on and regulate personal emotions; shows empathy; demonstrates a passion for position (beyond extrinsic rewards); ability to build rapport and relationships based on vulnerability and authenticity. |
| Communication | Skilled in active listening, facilitating discussions, written communication; willingness to accept and provide feedback; able to communicate with a variety of constituencies (students, families, administrators, peers); committed to inclusivity. |
| Congruence with Purpose | Knows, understands and exemplifies the ethical principles of the Office of Orientation and Student Code of Conduct; acts with professionalism in all situations; provides exemplary customer service; acts with integrity on and off the job. |

## Compensation

### Salary
You will be paid at a rate of $10/hour over the course of your employment via direct deposit. OLs are paid for orientation sessions, trainings and additional events as agreed upon with the supervisor. **Note:** any hours missed will deducted from your pay.

### Accommodations
OLs working with First Year students will be assigned a room and will be required to reside there for the summer term (May-August). This may involve having one or more roommates depending on the location. The cost of housing will be covered by the Office of Orientation.

### Meals
During session breakfast, lunch and dinner on Day 1. Breakfast and lunch on Day 2 will be provided. All other meals are the responsibility of the OL.

### Uniform
OLs will be provided with 2 polos & 1 OUR shirt. In addition, OLs will receive an official nametag, backpack, rain poncho and umbrella. **Note:** The OL is responsible for providing the khaki bottoms and closed-toe shoes as part of the uniform.

### Southern Regional Orientation Workshop (SROW)
OLs will travel to the University of Central Florida to participate in the Southern Regional Orientation Workshop. OLs will need to report back to campus the morning of March 15 (Thursday of Spring Break). The conference will be from March 16-18. Transportation, food and overnight accommodations will be provided. To defer the cost, OLs will be responsible for a $100 commitment. Fundraising opportunities will be available.
Position Terms & Conditions

Length of Experience
Summer orientation sessions run May through August, with additional sessions offered prior to the start of spring classes in January. The OL position also supports NSC events such as First Fifty Days and Week of Welcome. All dates and times provided on the OL Dates & Commitments page are TENTATIVE and subject to change depending on the finalization of the University calendar and Orientation planning.

Training
OLs are expected to be at all of the training dates provided on the OL Dates & Commitments page. Additional training dates may be added as needed. Training is not optional and is required to serve in this position.

Leadership Class
All Orientation Leaders are required to enroll in SLS 3275: Student Leadership on Campus in the Spring of 2018, which will take place on Wednesdays from 8:00am-10:45am. The course does NOT need to be taken for credit, however OLs must complete the course with a grade of B or better in order to remain on the team.

Summer Classes/Work
Given the time commitment of the position, OLs are only allowed to take online classes in the summer. Other employment is permitted, but must NOT conflict with training, Orientation sessions or required training, functions etc. In addition, you are expected to plan vacations and/or co-curricular activities around our break time during the summer (June 26-July 8).

Orientation Sessions
OLs are required to participate in all Orientation sessions for First Year students. During session, it is expected that OLs remain on campus, sleep in their assigned location, participate in all aspects of the session, and have no outside commitments during this time. Session is defined as: Day 0 (the night before day 1) starting at 9:00pm through 6:00pm on Day 2.

Additionally, each Orientation Leader will practice Servant Leadership by serving in a support/logistics role for at least two Orientation sessions other than their own. Schedules for these additional dates will be provided by Feb 1.

Housing
While living with Orientation, OLs are expected to abide by all policies and procedures set forth by the Office of Orientation. In addition, OLs (no matter what age) agree to refrain from bringing, storing or consuming alcohol/illegal substances on campus including in their personal residence hall. Further, new students (including those that have matriculated to Summer B) will not be allowed in the OL residence at any time.

Performance
There will be four formal performance review times: during the OL class, at the completion of May training, after the first six sessions, and at the completion of the summer. The purpose of these reviews are to provide positive and constructive feedback on overall job performance. In addition, each OL will participate in an exit interview at the completion of the position.
Accountability
Accountability is critical to our ability to effectively operate as a team. Therefore, as a team, it is expected that each OL hold themselves and their teammates accountable to our standards, expectations and competencies. In addition, the following process will be followed to ensure accountability within our team:

Level 1: Warning (includes a conversation with supervisor)
Level 2: Probation (includes a conversation with supervisor, official letter, and action plan)
Level 3: Removed from position (includes a conversation with supervisor, official letter and moving out of housing, returning all uniform materials etc.)

Should there be an incident that is deemed a major violation, the Office of Orientation reserves the right to terminate employment without a warning or probationary period.

What You Can Expect as an OL
The Office of Orientation is committed to your personal and professional growth and development. Therefore, you can expect the following from the staff:

1. **Intentionally designed, high-quality leadership development training & experiences** focused on building your competency in the areas of self-management, leading others, critical thinking, congruence with purpose, emotional intelligence, and communication.

2. **Training meetings & materials** that will set you up to successfully facilitate/lead a group, execute the logistics of a session, and prepare you to excel in your job duties as an OL.

3. **Culture of trust** that is characterized by open communication, honest feedback, and autonomy to do your job within the context of our guiding philosophies/processes.

4. **Opportunities to fine-tune skills and stretch your comfort zone** as we will play on your strengths, but also challenge you to step outside of your comfort zone to gain new skills and increased self-confidence.
# Application Process

## Step 1: Attend an OL/PAL Information Session

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 12</td>
<td>5:00pm</td>
<td>MSC 2709</td>
</tr>
<tr>
<td>September 13</td>
<td>4:00pm</td>
<td>MSC 2709</td>
</tr>
<tr>
<td>September 19</td>
<td>7:00pm</td>
<td>TBD</td>
</tr>
<tr>
<td>September 20</td>
<td>12:00pm</td>
<td>MSC 2709</td>
</tr>
<tr>
<td>September 20</td>
<td>8:00pm</td>
<td>MSC 4200</td>
</tr>
<tr>
<td>September 21</td>
<td>1:00pm</td>
<td>MSC 2709</td>
</tr>
<tr>
<td>September 21</td>
<td>5:30pm</td>
<td>MSC 3705</td>
</tr>
<tr>
<td>September 22</td>
<td>4:00pm</td>
<td>MSC 4200</td>
</tr>
</tbody>
</table>

## Step 2: Submit your Application

Applications are due by Friday, September 29 at 5:00pm through online submission. Application can be found at: [https://www.jotform.com/usforientation/2018OLApplication](https://www.jotform.com/usforientation/2018OLApplication)

## Step 3: Group Interviews

After you complete the application you will receive a confirmation email asking you to sign up for an interview time during the week of October 2-6.

## Step 4: Individual Interviews

After your Group Interview, you will receive an email inviting you to continue in the interview process or releasing you from the process. If you are invited to continue, you must sign up for your final interview by 12:00pm on Friday, October 13 or you forfeit your candidacy. Individual Interviews will occur October 23 – 27.

## Step 5: OL Offer

After your Individual Interview, you will pick up a letter from the Office of Orientation (ALN 102) on Tuesday, October 31 beginning at 12:00pm informing you of your final candidacy status. Offer must be accepted by November 3 at 5 p.m.

## Step 6: Team Meeting & FY Shadowing

Team Meetings – November 14 & 28th
Shadowing – January 4-5, 2018

## Step 7: OL Class & Orientation Retreat

SLS 3275 Class: Wednesdays 8:00am-10:45am
Retreat: January 20 – 21, 2018
# OL Dates & Commitments – First Year

NOTE: These dates are subject to change

## Fall 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 14</td>
<td>OL Introductions &amp; Expectations Meeting *Joint with NSC PALs (6-8 p.m. &amp; Location TBD)</td>
</tr>
<tr>
<td>November 28</td>
<td>Joint Meeting with NSC PALs (6-8 p.m. &amp; Location TBD)</td>
</tr>
<tr>
<td>November 20 – December 8</td>
<td>1-on-1 Meetings with Supervisor <em>(scheduled individually based on availability)</em></td>
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</tbody>
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## Spring 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 4 - 5</td>
<td>Shadow Session – FY01</td>
</tr>
<tr>
<td>January 10 – May 2</td>
<td>SLS 3275 Class <em>(Wednesday, 8:00am-10:45am)</em></td>
</tr>
<tr>
<td>January 20 – 21</td>
<td>Orientation Retreat <em>(Reserve both full days, overnight stay required)</em></td>
</tr>
<tr>
<td>March 10-14</td>
<td><strong>OPTIONAL:</strong> Orientation Bulls Service Break – Give Kids the World Villages</td>
</tr>
<tr>
<td>March 15-18</td>
<td>Southern Regional Orientation Workshop (Full days, overnight 16-18)</td>
</tr>
<tr>
<td>March 28</td>
<td>All-Staff Meeting and Student Affairs Breakfast <em>(during class)</em></td>
</tr>
<tr>
<td>April 8</td>
<td>OL Boot Camp <em>(Reserve full day)</em></td>
</tr>
<tr>
<td>April 12-13</td>
<td>FY Session Rehearsals with Partners</td>
</tr>
<tr>
<td>April 19</td>
<td>Orientation Kick-Off Dinner @ 6:00pm <em>(Location TBD)</em></td>
</tr>
</tbody>
</table>

## Summer 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 6</td>
<td>Training Begins @ 8:00am</td>
</tr>
<tr>
<td>May 7</td>
<td>Campus move-in &amp; Orientation Session Prep <em>(8:00 am - 7:00pm)</em></td>
</tr>
<tr>
<td>May 8 – May 30</td>
<td>Training <em>(Training will run 8:00am-5:00pm)</em></td>
</tr>
<tr>
<td>May 24 &amp; 25</td>
<td>FY Session Dress Rehearsal</td>
</tr>
<tr>
<td>May 28</td>
<td>Memorial Day – You are OFF!</td>
</tr>
<tr>
<td>May 31 – June 1</td>
<td><strong>First Year Session (FY01)</strong></td>
</tr>
<tr>
<td>June 4-6</td>
<td>All Team Training</td>
</tr>
<tr>
<td>June 11 - 12</td>
<td><strong>First Year Session (FY02)</strong></td>
</tr>
<tr>
<td>June 13 - 14</td>
<td><strong>First Year Session (FY03)</strong></td>
</tr>
<tr>
<td>June 18 – 19</td>
<td><strong>First Year Session (FY04)</strong></td>
</tr>
<tr>
<td>June 20 - 21</td>
<td><strong>First Year Session (FY05)</strong></td>
</tr>
<tr>
<td>June 22 - 25</td>
<td>OL help with Summer B opening and move-In. <em>(Each OL will work 1 shift)</em></td>
</tr>
<tr>
<td>June 26 – July 8</td>
<td>Summer Break <em>(Take your vacations during this time only!)</em></td>
</tr>
<tr>
<td>July 8</td>
<td>July Session Meeting <em>(In the evening)</em></td>
</tr>
<tr>
<td>July 9 - 10</td>
<td><strong>First Year Session (FY06)</strong></td>
</tr>
<tr>
<td>July 12 – 13</td>
<td><strong>First Year Session (FY07)</strong></td>
</tr>
<tr>
<td>July 16 – 20</td>
<td><strong>Friends &amp; Family Week – Pre-Registration Required</strong></td>
</tr>
<tr>
<td>July 16 – 17</td>
<td><strong>First Year Session (FY08)</strong></td>
</tr>
<tr>
<td>July 19 – 20</td>
<td><strong>First Year Session (FY09)</strong></td>
</tr>
<tr>
<td>July 23 – 24</td>
<td><strong>First Year Session (FY10)</strong></td>
</tr>
<tr>
<td>Date</td>
<td>Event Details</td>
</tr>
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<td>------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>July 26 – 27</td>
<td><strong>First Year Session (FY11)</strong></td>
</tr>
<tr>
<td>July 30 - 31</td>
<td><strong>First Year Session (FY12)</strong></td>
</tr>
<tr>
<td>Aug 1</td>
<td>OL Move Out Day <strong>Note: If RA, your contract with Orientation ends this day</strong></td>
</tr>
<tr>
<td>Aug 1 – Aug 12</td>
<td>Time Off – No work commitments</td>
</tr>
<tr>
<td>August 13 - 14</td>
<td><strong>First Year Session (FY13)</strong></td>
</tr>
<tr>
<td>August 16</td>
<td>WOW Kick-Off</td>
</tr>
<tr>
<td>August 17</td>
<td>Class Quest NSC Event <em>(Encouraged but not required)</em></td>
</tr>
<tr>
<td>August 17</td>
<td>Summer Closing Event &amp; WoW Review</td>
</tr>
<tr>
<td>August 17</td>
<td>Pep Rally &amp; USF Photo <strong>OLs will work this event or Charge</strong></td>
</tr>
<tr>
<td>August 18</td>
<td>Charge Service Project <strong>OLs will work this event or Pep Rally</strong></td>
</tr>
</tbody>
</table>

### Fall 2018 (RA’s are not on contract for these dates)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once per month</td>
<td>All-Staff Meeting and Spring Training</td>
</tr>
<tr>
<td>August 20</td>
<td>Got Questions NSC Event <em>(Encouraged but not required)</em></td>
</tr>
<tr>
<td>August 21</td>
<td>Got Questions NSC Event <em>(Encouraged but not required)</em></td>
</tr>
</tbody>
</table>

### Fall 2018 Recruitment Events (RA’s are not on contract for these dates)- Select 2 Events

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 28</td>
<td>Sprinkle in Some Fun!-SVC Breezeway</td>
</tr>
<tr>
<td>August 22</td>
<td>Bull Market Tabling</td>
</tr>
<tr>
<td>August 29</td>
<td>Bull Market Tabling</td>
</tr>
<tr>
<td>August 30</td>
<td>Part-Time Job Fair</td>
</tr>
<tr>
<td>September 4</td>
<td>POP! Into Leadership</td>
</tr>
<tr>
<td>September 5</td>
<td>Bull Market Tabling</td>
</tr>
<tr>
<td>September 11</td>
<td>Information Session #1</td>
</tr>
<tr>
<td>September 12</td>
<td>Bull Market Tabling</td>
</tr>
<tr>
<td>September 12</td>
<td>Information Session #2</td>
</tr>
<tr>
<td>September 12</td>
<td>Taste of Leadership</td>
</tr>
<tr>
<td>September 17</td>
<td>POP! Into Leadership</td>
</tr>
<tr>
<td>September 18</td>
<td>Information Session #3</td>
</tr>
<tr>
<td>September 19</td>
<td>Bull Market Tabling</td>
</tr>
<tr>
<td>September 19</td>
<td>Information Session</td>
</tr>
<tr>
<td>September 19</td>
<td>Information Session #5</td>
</tr>
<tr>
<td>September 20</td>
<td>Information Session #6</td>
</tr>
<tr>
<td>September 20</td>
<td>Information Session #7</td>
</tr>
<tr>
<td>September 21</td>
<td>Information Session #8</td>
</tr>
<tr>
<td>September 26</td>
<td>Bull Market Tabling</td>
</tr>
<tr>
<td>September 27</td>
<td>Apps for Apps</td>
</tr>
<tr>
<td>October 1-5</td>
<td>Round 1 Group Interviews</td>
</tr>
<tr>
<td>October 22-26</td>
<td>Round 2 Individual Interviews</td>
</tr>
</tbody>
</table>

### Spring 2019 (RA’s are not on contract for these dates)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2-4</td>
<td><strong>First Year Session (FYS01) Tentative</strong></td>
</tr>
<tr>
<td>January 7</td>
<td>OL contract ends</td>
</tr>
<tr>
<td>January 18</td>
<td>Orientation Banquet</td>
</tr>
</tbody>
</table>

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813/974-3060 / myorientation@usf.edu / ALN 102