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 University, 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. Recognizing that it takes a big team of dedicated individuals to support the seamless transition of all of these students, Orientation has renamed all of its individual teams to fall under just one name: Orientation Leaders. This application packet has detailed information for the Orientation Leader position that works with transfer students (previously known as Transition Mentors).

This information packet contains a detailed position description including qualifications and expectations, compensation package, and a detailed description of the application process & 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 on Thursday, September 22 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!

Ryan Newton
Associate Director, Office of Orientation
ryanne@usf.edu | 974-3060
## Position Description

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<tr>
<th>Name of Position</th>
<th>Orientation Leader (OL) – Transfer Students</th>
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| **Position Overview** | The Office of Orientation is seeking USF's best transfer students to create a group of enthusiastic, mature, and dedicated undergraduate transfer student leaders to assist with implementing University Orientation programs.  
  
  Orientation Leaders are individuals who represent USF and serve as role models for the ultimate USF experience, shaping first impressions of the institution to new students and their families.  
  
  The Orientation Leader (OL) position is designed to help transition new students and families to the University of South Florida. This paid position will enhance your leadership and communication skills, while helping to further develop professional skills applicable to your career. |
| Supervised By | Ryan Newton, Associate Director |
| Start/End Date | January 9, 2017 – January 8, 2018 |
| **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. If you do not have a USF GPA, you may substitute your GPA from a previous institution.  
  3. Be in good standing with the University and Office of Student Rights & Responsibilities.  
  4. Available for all the required dates/times listed below (see required dates).  
  5. Participation in the OL class (SLS 3275) on Wednesday's from 8:00 a.m. – 11:00am in Spring 2017.  
  6. Has a deep love for USF and demonstrates ridiculous levels of school pride & spirit! GO BULLS! |
| **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 can often be as important as the actual task. Applicants should demonstrate a basic level of competency in the areas listed below. We don’t 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: |

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<tr>
<td><strong>Self-Management</strong></td>
<td><strong>The “What” of the Job</strong></td>
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<td>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.</td>
<td>1. Serve as a leader and mentor to all new, incoming transfer students for each Orientation session (facilitate conversations, public speaking, conduct campus tours, provide course registration assistance, etc.).</td>
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<td><strong>Servant Leadership</strong></td>
<td>2. Assist with the logistical execution of Orientation sessions (check-in, setup, teardown, etc.).</td>
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<td>Develops a sense of selflessness and service for others becomes priority; develops a sense of team and 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.</td>
<td>3. Complete call campaigns to every incoming transfer student before and after their orientation sessions.</td>
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<td><strong>Critical Thinking</strong></td>
<td>4. Actively recruit for the 2017-18 Orientation Leader team via participating in recruitment events and interviews, (Fall 2016) and providing recommendations.</td>
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<td>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.</td>
<td><strong>Emotional Intelligence</strong></td>
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<td>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.</td>
<td><strong>Communication</strong></td>
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<td>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.</td>
<td><strong>Congruence with Purpose</strong></td>
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<td>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.</td>
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Position Terms & Conditions

Length of Experience
Summer orientation sessions run May-August, with an additional sessions offered prior to the start of spring classes in January. All dates and times provided on the OL Dates & Commitment 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 2017, which will take place on Wednesdays from 8:00am-10:45am. The course does NOT need to be taken for credit, however everyone 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 allowed to take classes in the summer but they may not fall on dates that conflict with training or orientation sessions. Other employment is permitted, but must NOT conflict with training, Orientation sessions or related required training, functions etc. In addition, you are expected to plan vacations and/or co-curricular activities around our break time during the summer (dates TBD).

Orientation Sessions
OLs are required to participate in all Transfer Orientation sessions without exceptions. Other jobs, summer vacations, or outside commitments should be planned around the Dates & Commitments provided. Orientation days begin around 6:00am and often run until about 6:00pm.

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 determined at the start of the class in January.

Performance
There will be four formal performance review times: during the OTL class, at the completion of May training, after the first 6 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:
Verbal Warning (includes a conversation with supervisor)
Written Warning (includes a conversation with supervisor, official letter)
Removed from position (includes a conversation with supervisor, official letter)

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 OTL.

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** – 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 Information Session [Optional]

September 12 @ 4:00pm - MSC 2708
September 13 @ 6:00pm - MSC 2708
September 19 @ 7:00pm - JP 1317
September 20 @ 12:00pm - MSC 3708

September 20 @ 8:00pm - MSC 3705
September 21 @ 1:00pm - TBD
September 21 @ 8:00pm - MSC 2707
September 22 @ 4:00pm - MSC 3709

Step 2: Submit your Application

Applications are due by Thursday, September 22 at 5:00pm through online submission.

NOTE: In your application, you will be asked for one professional reference. This individual must also complete the Reference form by the application due date!

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 September 26-29.

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 7 or you forfeit your candidacy. Individual Interviews will occur October 17 – 19.

Step 5: OL Offer

After your Individual Interview, you will pick up a letter from the Office of Orientation (ALN 102) on Monday, October 31 beginning at 9:00am informing you of your final candidacy status.

Step 6: Team Meeting & Orientation Shadowing

Team Meeting - November 15 @ 6:00pm
Shadowing - January 4-6, 2017

Step 7: OL Class & Orientation Retreat

SLS 3275 Class: Wednesdays 8:00am-10:45am
Retreat: January 21 – 22, 2017