

Dear USF Bull,

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, INTO USF, and international students – all of which have their own separate orientation programs. This information packet contains a detailed position description including qualifications and expectations, and a detailed description of the application process and selection timeline. Please pay close attention to instructions for completing and submitting the application materials!

We sincerely hope you will consider applying to be part of the Orientation team! Applications are due online on **Sunday, October 3, 2021 at 11:59pm EST**. 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 us!

Have a great day and GO BULLS!

Office of Orientation – Tampa Campus  
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# Position Description

Position	Orientation Leader (OL)
Position Overview	The OL serves as a leader, supporter, facilitator and coach to first year student, transfer students, INTO USF students, international students, and their families and guests in an effort to provide a seamless transition to USF. The OL is part of a larger Orientation Team that includes OLs for Office and professional staff. As a team, we provide high-quality education, support and transition resources to nearly 6,000 first year; 5,000 transfer students; 150 INTO USF students; 300+ international students; and 3,500 family members annually.
Supervised By	Shahad Al-Doori, Program Coordinator Sean Callinan, Program Coordinator Rachel Griffin, Program Coordinator
Start/End Date	<b>Appointment Begins:</b> January 21, 2022. <b>Paid Employment term:</b> January 21, 2022 – January 8, 2023
Minimum Qualifications <i>(all qualifications will be verified)</i>	<ol style="list-style-type: none"> <li>1. Full-time (12 credit hours), enrolled, degree-seeking undergraduate through at least Fall 2022.</li> <li>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 2022, Summer 2022 and Fall 2022). If you do not have a USF GPA, you may substitute a GPA from your previous institution (transfer students) or high school (first year students).</li> <li>3. Be in good standing with the University and Student Conduct &amp; Ethical Development, prior to and throughout the entire term of employment.</li> <li>4. Available for all the required dates/times listed (see required “Dates &amp; Commitments” below).</li> <li>5. Participation in the Student Leadership on Campus class (SLS 3275) once a week (date and time is to be determined) see “Position Terms and Conditions” for more information.</li> <li>6. Have a deep love for USF and demonstrate ridiculous levels of school pride &amp; spirit! GO BULLS!</li> </ol>
Position Responsibilities  The “What” of the Job	<ol style="list-style-type: none"> <li>1. Serve as a leader and guide to small groups of 10-16 students for each Orientation session (facilitate small group meetings/discussions, etc.).</li> <li>2. Serve as a leader and resource to families and guests of all incoming students</li> <li>3. Assist with the logistical execution of in-person &amp; virtual Orientation sessions (check-in, parking, directional, Pre-Orientation Cavans course, etc.).</li> <li>4. Actively recruit the next Orientation Leaders via participating in recruitment events and providing recommendations.</li> <li>5. Meet with your supervisor throughout the commitment period for check-ins regarding your performance</li> </ol>
Position Salary	OLs will be paid at a rate of \$10/hour over the course of their employment via direct deposit starting in January, 2022. Please note starting in September 2022, hourly rate will increase based on state-regulated minimum wage increases. OLs are paid for a set number of hours that cover their work throughout the year, including Orientation summer/fall sessions, required 1:1 meetings with supervisor, rehearsals, training, and additional events as agreed upon with the supervisor. OLs will also be paid in the Spring 2023 for their hours worked in Orientation sessions & training which typically occurs in December and January. <i>Note: any hours missed will be deducted from pay.</i>

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<b>Competencies</b>	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 as 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:	
The “How” of the Job	<b>Self-Management</b>	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.
	<b>Servant Leadership</b>	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 participating in unpaid commitments as agreed upon with your supervisor.
	<b>Critical Thinking</b>	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.
	<b>Emotional Intelligence</b>	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.
	<b>Communication</b>	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.
	<b>Congruence with Purpose</b>	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.
	<b>Teamwork</b>	Recognize that teamwork is an ongoing process; effectively manage team dynamics; skilled in coaching, facilitating, inspiring and empowering others; comfortable with resolving/managing conflict; display consideration for others; builds up teammates through positivity, inclusive language; display kindness and respect; consider the thoughts and opinions of others; understand context; support teammates, peers, supervisors, incoming students and families.

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# Position Terms & Conditions

## Orientation Sessions

Summer 2022 orientation sessions run May 2022 through August 2022, with additional sessions offered prior to the start of Spring 2023 classes in December 2022 and January 2023. 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. *(Please note: the Dates and Commitments on page 7-8 of this Information Packet are a sample of dates. Updated Dates and Commitments will be provided prior to the interview process).*

## Training

OLs are expected to be at all of the training dates provided on the OL Dates & Commitments pages. Additional training dates may be added as needed. Training is not optional and is required to serve in this position. While we do our best to provide you exact dates and times in advance, we want you to be as prepared as possible for this role, meaning sometimes training will go into the evenings or schedules may change with appropriate due notice. Please do not plan to work another job or have other commitments during training evenings as they will possibly conflict. *(Please note: the Dates and Commitments on page 7-8 of this Information Packet are a sample of dates. Updated Dates and Commitments will be provided prior to the interview process).*

## Leadership Class

All Orientation Leaders are required to enroll in SLS 3275: Student Leadership on Campus in the Spring 2022, which will take place on once a week *(Please note: date and time is to be determined. The official class time will be provided prior to the interview process).* 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. If you are selected as an Alternate, you must also participate in the course, but you may not take the course for credit.

## Summer Classes/Work

Other employment and summer classes are permitted, but must NOT conflict with required training, Orientation sessions, other Orientation functions, etc. AND must be approved by your supervisor in advance. In addition, you are expected to plan vacations and/or co-curricular activities around our break time during the summer. *(Please note: the Dates and Commitments on page 7-8 of this Information Packet are a sample of dates. Updated Dates and Commitments will be provided prior to the interview process).* OLs are expected to communicate with their supervisors before registering for summer classes.

## Orientation Sessions

OLs are required to participate at their assigned Orientation sessions that will be given out to them prior to the start of the May Training. During sessions, it is expected that OLs participate in all aspects of the Orientation sessions and have no outside commitments during this time.

## Performance

There will be four required meetings with your supervisor: (1) upon hiring, (2) during the Student Leadership on Campus class, (3) first formal performance review mid-summer, and (4) a final formal performance review at the completion of the summer. There will also be an optional unpaid exit interview in January 2023. The purpose of these reviews is to provide positive and constructive feedback on overall job performance.

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## 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 accordance with USF Human Resources policies as well, the following process will be followed to ensure accountability within our team:

Level 1: Oral Reprimand (includes a conversation with supervisor, official letter, and action plan)

Level 2: Written Reprimand and/or Probation (includes a conversation with supervisor, official letter, and action plan)

Level 3: Dismissal (includes a conversation with supervisor, official letter, 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. In some circumstances, your supervisor may use discretion for the betterment of the team.

## 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 our staff:

1. **Intentionally designed, high-quality leadership development training and experiences** focused on building your competency in the areas of self-management, servant leadership, communication, critical thinking, emotional intelligence, congruence with purpose, and teamwork.
2. **Training meetings and materials** that will set you up to successfully facilitate/lead a group of students, work with families and guests of the population you serve, 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. **Culture of growth** that is exemplified by the professional staff and is visible by the constant pursuit of being better than we were the day before, every single day!
5. **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.

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# Application Process

## Step 1: Submit Your Application

Applications open on Monday, August 23, 2021 at 8:00am EST and are due by Sunday, October 3, 2021 at 11:59pm EST through an online submission. Applications can be found at: <https://bit.ly/OLApp2022>. No late applications will be accepted.

## Step 2: Group Interviews

If you are invited to Group Interviews, you will receive an e-mail from Orientation on Wednesday, October 6, 2021 inviting you to sign up for a Group Interview date and time. If you are invited to Group Interviews, you must sign up for an interview date and time by Sunday, October 10, 2021 at 11:59pm EST or you will forfeit your candidacy.

Group Interviews will take place between Tuesday, October 12, 2021 through Friday, October 15, 2021 and are planning to be held in-person. Please email Rachel Griffin at [rgriffin2@usf.edu](mailto:rgriffin2@usf.edu) if you have any concerns about having your interview in-person.

## Step 3: Individual Interviews

After your Group Interview, you will receive an e-mail from Orientation by Wednesday, October 20, 2021 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 an Individual Interview date and time by Sunday, October 24, 2021 at 11:59pm EST or you will forfeit your candidacy.

Individual Interviews will take place between Monday, October 25, 2021 through Friday, November 5, 2021. Individual Interviews are planning to be held in-person. Please email Sean Callinan at [callinan@usf.edu](mailto:callinan@usf.edu) if you have any concerns about having your interview in-person.

## Step 4: Orientation Leader Offers

After your Individual Interview, you will receive notification from the Office of Orientation on Wednesday, November 10, 2021 beginning at 10:00am EST informing you of your final candidacy status.

If offered a position on the 2022-2023 Orientation Leader team, it must be accepted via signing the acceptance form and returning it to the Office of Orientation (John & Grace Allen Building, Office 102) on Monday, November 15, 2021 by 5:00pm EST.

## Step 5: Student Leadership on Campus Class

SLS 3275: Student Leadership on Campus class will take place each once a week in the Spring 2022 semester. *(Please note: date and time is to be determined. The official class time will be provided prior to the interview process).*

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# Orientation Leader

## SAMPLE Dates & Commitments

**PLEASE NOTE:** *These dates are subject to change. The dates listed below are based off of Summer 2020's dates and are just given as a sample of what a 2022 OL could expect. Updated Dates and Commitments will be provided prior to the interview process.*

White highlighted events are paid for those staff on payroll as required functions of the job or minimum job requirements; Gray highlighted events are unpaid and classified as part of the wholistic student learning experience

Spring & Summer 2022	
Date	Event Details
January – May	SLS 3275 Class ( <i>once a week, date and time to be determined</i> )
May ( <i>following final exams</i> ) – June	Summer Training ( <i>exact dates and times will vary and will be provided upon confirmation, weekends are not included</i> )
May 14	Transfer Express Session (TRX01)
May 15	Transfer Express Session (TRX02)
June – August	OL-INTL Orientation session shadowing ( <i>Shadowing does not include returning OLs and scheduled based on availability</i> )
June 4-5	First Year Session (FY01)
June 8	First Year Green Session (FYG01)
June 8-9	First Year Green Session (FY02)
June 10	Transfer Express Session (TRX03)
June 11-12	First Year Session (FY03)
June 15	First Year Green Session (FYG02)
June 15 – 16	First Year Session (FY04)
June 17	Transfer Traditional Session (TRT01)
June 18 – 19	First Year Session (FY05)
June 22 – 23	First Year Session (FY06)
June 24	Transfer Traditional Session (TRT02)
June 25	First Year Green Session 3 (FYG03)
June 25-26	First Year Session (FY07)
June 27 – July 7	Summer Break ( <i>take your vacation during this time!</i> )
July 8	Transfer Express Session (TRX04)
July 9	First Year Green Session (FYG04)
July 9-10	First Year Session (FY08)
July 13	First Year Green Session (FYG05)
July 13 – 14	First Year Session (FY09)
July 15	Transfer Traditional Session (TRT03)

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July 16-17	First Year Session (FY10)
July 20	First Year Green Session (FYG06)
July 20 – 21	First Year Session (FY11)
July 22	Transfer Express Session (TRX05)
July 23 – 24	First Year Session (FY12)
July 27	First Year Green Session (FYG07)
July 27 – 28	First Year Session (FY13)
July 29	First Year Green Session (FYG08)
July 29-30	First Year Session (FY14)
July 31	Transfer Traditional Session (TRT04)
August 3	First Year Green Session (FYG09)
August 3-4	First Year Session (FY15)
August 5	First Year Green Session (FYG10)
August 5-6	First Year Session (FY16)
August 7	Transfer Traditional Session (TRT05)
August 10	Transfer Express Session (TRX06)
August 10 – 17	Glo-Bull Beginnings Week Training ( <i>reserve all full days, no overnight stay, weekend is not included</i> )
August 11	Transfer Traditional Session (TRT06)
August 13	Transfer Express Session (TRX07)
August 14	Transfer Traditional Session (TRT07)
August 17	First Year Green Session (FYG11)
August 17 – 18	First Year Session (FY17)
August 18 – 21	Glo-Bull Beginnings Week ( <i>reserve all full days including overnight</i> )
August 19	Transfer Traditional Session (TRT08)
August 20	Transfer Express Session (TRX08)

**Fall 2022 (NOTE: 2022-2023 Resident Assistants are not on contract for these dates)**

Date	Event Details
August – October	Various OL Recruitment Events
October – November	OL Group Interview Help
October – November	OL Individual Interview Help
Dates TBD	Spring 2023 Orientation Session(s)

**Spring 2023 (NOTE: 2022-2023 Resident Assistants are not on contract for these dates)**

Date	Event Details
Dates TBD	Spring 2023 Orientation Session(s)
January 13	OL contract ends
January 13, 2023	Orientation End of the Year Celebration