



# California State University

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## SAN MARCOS

Orientation & New Student Programs 333 S. Twin Oaks Valley Road San Marcos, CA 92096-0001  
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## 2021-2022 Orientation Team Leader Position Description & Application Checklist

The Orientation Team (O-Team) Leader position is critical in the implementation of various initiatives offered through New Student & Family Programs (NSFP). O-Team Leaders will work collaboratively with one another, NSFP professional staff, and campus partners to support the implementation of New Student Orientation sessions for over 4,000 first year and transfer students and their families. In this role, O-Team Leaders are held to a high standard and will demonstrate visible leadership, self-awareness, effective communication, and other competencies in alignment with the [CSUSM Co-Curricular Model](#) (CCM).

### Position Responsibilities

- Serve as a leader and role model to incoming students and fellow O-Team leaders.
- Facilitate and participate in campus tours, student panels, presentations, and small group activities, provide logistical support, and complete other duties as assigned on Orientation days.
- Support NSFP staff in the implementation of Weeks of Welcome, including logistical preparation and event support for Miiyu, New Student & Family Convocation, Move-In, Dive-In Movie, Transfer Student Welcome Reception, Cougar Question Mart, and other events.
- Attend, actively participate, and engage in all required O-Team trainings and activities.
- Provide exemplary customer service at all times.
- Represent CSUSM, NSFP, and the Dean of Students Office professionally at all times.
- Additional duties and responsibilities as assigned.

### Position Qualifications

- Current enrollment in at least 9 units at CSUSM and attain a semester and cumulative GPA of at least 2.50
- Must be continuing as a CSUSM student (undergraduate or graduate) for the Fall 2022 semester (cannot be graduating in Spring 2022 unless continuing with a postgraduate program at CSUSM)
- Be in good standing with the university
- Commitment to providing exemplary customer service and sustaining a high level of professionalism
- Excellent verbal and written communication skills
- Ability to be resourceful and solve problems effectively
- Maturity and a sense of responsibility and personal accountability for one's own actions
- Ability to take initiative and learn skills and information quickly
- Ability to embrace ambiguity and the learning process
- Proactive in giving, receiving, and using constructive feedback to make improvements
- Understanding of importance of role modeling in a leadership capacity
- Ability to lead and hold peers accountable
- Ability to serve as a team player
- Interest in learning about the needs of new students and their family members

#### The California State University

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### **Time Commitments (Dates Subject to Change)**

- **Please note that the majority of team events and orientations are planned to be in-person on campus. Applicants should be willing and prepared to attend in-person events.**
- Attend and participate in O-Team Kick-Off (February 11, 2022)
- Attend and participate in O-Team trainings every week during the Spring semester (Fridays 2-5pm with optional 1-2pm bonding; Beginning February 2022)
- Attend O-Team Summer Retreat (May 24-26, 2022; may be off-campus overnight trip; dates subject to change) (expenses paid by New Student & Family Programs)
- Attend and support Summer 2021 orientation bag-stuffing (June 2, 2022)
- Attend and support a minimum of 12 Orientation sessions throughout Summer 2022 and sign up for 2 on-call dates (plan to attend all on-call shifts).
- Support Move-In, Miiyu, New Student & Family Convocation, Dive-In Movie, Cougar Question Mart, Campus Tours, Transfer Welcome Reception, and other Weeks of Welcome events as-needed (Friday, August 26 – Sunday, September 11, 2022)
- Attend the 2022 O-Team Appreciation Banquet (Friday, September 9<sup>th</sup>, 2022)
- Attend and support Family Weekend events (October 2022)
- Attend and support CSUSM Giving Day events (November 2022)
- Attend and support two Spring Orientation sessions in January 2023

### **Learning Outcomes**

**Leadership & Interpersonal Development:** O-Team Leaders will develop awareness and understanding of their leadership skills, including areas of strength and improvement.

**Civic Engagement & Social Responsibility:** O-Team Leaders will develop an understanding and appreciation of diverse cultures, develop multicultural competency, and practice civic responsibility.

**Career & Professional Development:** O-Team Leaders will develop effective communication skills, model professionalism and positive work ethic, and articulate transferable skills to integrate orientation experiences with life and future career goals

**Critical Thinking & Ethical Reasoning:** O-Team Leaders will utilize effective reasoning toward decision-making and employ creative problem solving in navigating problems and conflicts at NSFP events and within the Orientation Team.

**Holistic Wellness & Self-Efficacy:** O-Team Leaders will develop their abilities to balance personal and professional commitments, maintain physical and mental wellness, and construct and pursue personal goals.

### **Benefits**

- Knowledge and experiences related to CSUSM's Co-Curricular Model (see above outcomes)
- Priority registration for Fall 2022 semester
  - Breakfast and lunch during Orientation sessions (for on-campus sessions only)
  - Orientation Team items (sweatshirt or jacket, polo, and any other items ordered)
- Knowledge of CSUSM campus services and resources
- Transferable skills to succeed in a multitude of career paths moving forward
- Networking opportunities with CSUSM faculty and staff
- Option to earn Tukwut Leadership Circle (TLC) Leadership Certificate and UNESCO Certificate
- Lifelong memories!

**Application Checklist (Priority Deadline: Monday, November 1, 2022, 8:00 AM)**

- Read job description and review calendar for mandatory events
- Submit the [online application](#)
- Complete a 30-minute interview via Zoom (we will follow up with you to schedule your interview once you submit your application)
- Attend the Group Interview (we will follow up with you regarding the group interview once you submit your application and complete your individual interview)

**Questions**

For any questions, please contact New Student & Family Programs via email at [orientation@csusm.edu](mailto:orientation@csusm.edu) or by phone at (760) 750-4930.