2023 - 2024 Orientation Leader Information Packet

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, 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 open online on **Monday, September 12, 2022 at 8:00am EST** and are due online **on October 9, 2022 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
myorientation@usf.edu
(813) 974-3060

Position Description

Position	Orientation Leader (OL)
Position Overview	The OL serves as a leader, supporter, facilitator and coach to first year student, transfer 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 7,000 first year; 5,000 transfer students; 300+ international students; and 5,500 family members annually.
Supervised By	Christen Yawn, Program Coordinator Savannah Weaver, Program Coordinator
Start/End Date	**Appointment Begins:** January 11, 2023. **Paid Employment term:** January 11, 2022 – January 7, 2024
Minimum Qualifications *(all qualifications will be verified)*	1. Full-time (12 credit hours), enrolled, degree-seeking undergraduate through at least Fall 2022. 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 2023, Summer 2023 and Fall 2023). 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). 3. Be in good standing with the University and Student Conduct & Ethical Development, prior to and throughout the entire term of employment. 4. Available for all the required dates/times listed (see required "Dates & Commitments" below). 5. Participation all of the orientation trainings, summer sessions, and any other orientation commitments. 6. Have a deep love for USF and demonstrate ridiculous levels of school pride & spirit! GO BULLS!
Position Responsibilities The "What" of the Job	1. Serve as a leader and guide to small groups of 12-18 students for each Orientation session (facilitate small group meetings/discussions, etc.). 2. Serve as a leader and resource to families and guests of all incoming students 3. Assist with the logistical execution of in-person & virtual Orientation sessions (check-in, parking, directional, Pre-Orientation Canvas course, etc.). 4. Actively recruit the next Orientation Leaders via participating in recruitment events and providing recommendations. 5. Meet with your supervisor throughout the commitment period for check-ins regarding your performance
Salary	OLs will be paid at a rate of $13/hour over the course of their employment via direct deposit starting in January, 2023. 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, trainings, and additional events as agreed upon with the supervisor. OLs will also be paid in the Spring of 2024 for their hours worked in Orientation sessions & training, which typically occurs in December and January. *Note: any hours missed will be deducted from pay.*

Housing	The Office of Orientation is still finalizing the Orientation Leader housing plan for summer 2023. More details will be shared at the Individual Interviews in October.
Meals	Some meals will be provided during the Orientation Leader work shift. More details will be shared once the Orientation Leader is hired and as it gets closer 2023 summer Orientation sessions.
Uniform	All Orientation Leaders will be provided with 2 polos and 1 OUR shirt. In addition, OLs will receive official name tags and backpack, and may also receive additional USF gear. NOTE: the OL is responsible for providing the khaki bottoms and closed-toe shoes as part of the uniform.

Competencies The "How" of the Job	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:	
	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 participating in 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.
	Teamwork	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.

Position Terms & Conditions

Orientation Sessions

Summer 2023 Orientation sessions run May 2023 through August 2023, with additional sessions offered prior to the start of Spring 2024 classes in December 2023 and January 2024. 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 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 dates/times.

- Spring Leadership Training:

  All Orientation Leaders are required to attend the Leadership Training in Spring 2023, which will take place once a week on Wednesdays (*Please note: time and location is to be determined. The official class time will be provided prior to the completion of the interview process*). If you are selected as an Alternate, you must also participate in the spring leadership training.

- Summer Training:

  All Orientation leaders are required to participate in May 2023 training, which will take place every day during the whole month of May (weekends are not included). The official times and dates will be provided earlier in the spring semester.

Summer Classes/Work

OLs are expected to communicate with their supervisors before registering for summer classes or accepting any other commitments. Classes must be in asynchronous fully online format and no more than one class per summer term (summer terms are A, B, & C). Summer classes and any other commitments including part time jobs, internships, or volunteer opportunities must NOT conflict with any required trainings, Orientation sessions, and other Orientation functions; AND must be approved by your supervisor in advanced. In addition, you are expected to plan summer vacations and/or co-curricular activities around our summer break.

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 three required meetings with your supervisor: (1) upon hiring, (2) mid-spring semester check-in (3) first formal performance review mid-summer, and (3) a final formal performance review at the completion of the summer. The purpose of these reviews is to provide positive and constructive feedback on overall job performance.

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.

Application & Interview Process

Step 1: Submit Your Application

Applications are open on Monday, September 12, 2022 at 8:00am EST and are due by Sunday, October 9, 2022 at 11:59pm EST through an online submission. Applications can be found at: https://bit.ly/OLApp2023. No late applications will be accepted.

Step 2: Individual Interviews

After applications close, you will receive an e-mail from Orientation by ***Thursday, October 13, 2022*** 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 16, 2022 at 11:59pm EST*** or you will forfeit your candidacy. Individual Interviews will take place between ***Tuesday, October 18 through Friday, October 28, 2022***.

Step 3: Orientation Leader Offers

After your Individual Interview, you will receive notification from the Office of Orientation on ***Wednesday, November 2, 2022 beginning at 12:00pm EST*** informing you of your final candidacy status.

If offered a position on the 2023-2024 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 7, 2022 by 5:00pm EST.***

(more on next page)

Orientation Leader Dates & Commitments

PLEASE NOTE: These dates are subject to change.

Fall 2022	
Date	**Event Details**
November/December	Round #1 One-on-One Meeting with Supervisor

Spring & Summer 2023	
Date	**Event Details**
January 11 – April 26 *(Wednesdays)*	Leadership Training *(once a week on Wednesdays, time and location to be determined)*
May *(following final exams)*	Summer Training *(exact dates and times will vary and will be provided upon confirmation, weekends are not included)*
May 11	Transfer Session (TT01)
May 12	Transfer Session (TT02)
June 1-2	First Year Session (FY01)
June 5-6	First Year Session (FY02)
June 7-8	First Year Session (FY03)
June 12-13	First Year Session (FY04)
June 14	Transfer Session (TT03)
June 15-16	First Year Session (FY05)
June19-20	First Year Session (FY06)
June 21	Transfer Session (TT04)
June 22-23	First Year Session (FY07)
June 24 - July 4	Summer Break *(Take your vacation during this time! Woo!)*
Early/Mid July	Round #2 One-on-One Meeting with Supervisor (Mid-Summer Evaluation)
July 5-6	First Year Session (FY08)
July 7	Transfer Session (TT05)
July 10-11	First Year Session (FY9)
July 12	Transfer Session (TT06)
July 13-14	First Year Session (FY10)
July 17-18	First Year Session (FY11)
July 19	Transfer Session (TT07)
July 20-21	First Year Session (FY12)
July 24-25	First Year Session (FY13)
July 26	Transfer Session (TT08)
July 27-28	First Year Session (FY14)

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(more on next page)

July 31 – August 1	First Year Session (FY15)
August 2	Transfer Session (TT09)
August 3-4	First Year Session (FY16)
August 8	Transfer Session (TT10)
August 10	Transfer Session (TT11)
August 14-15	First Year Session (FY17)
August 16	Transfer Session (TT12)
August 16-18	Glo-Bull Beginnings

Fall 2023 *(NOTE: 2023-2024 Resident Assistants are not on contract for these dates)*	
Date	**Event Details**
End of August – Early September	Round #3 One-on-One Meeting with Supervisor (FinalEvaluation)
August – October	Various OL Recruitment Events
October – November	OL Individual Interview Help
December (typically the week after December finals)	Spring 2024 Orientation Session(s)

Spring 2024 *(NOTE: 2022-2023 Resident Assistants are not on contract for these dates)*	
Date	**Event Details**
January (typially the week before classes begin in January)	Spring 2024 Orientation Session(s)
January 19	OL contract ends
January 19, 2024	Orientation Banquet

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