

An Orientation Leader (OL) is a part-time student staff member in the Orientation Office, part of the Enrollment Planning & Management department of the University of South Florida's St. Petersburg. OLs are supervised directly by the Assistant Director and/or the Orientation Graduate Intern and indirectly by other professional staff in Enrollment Planning & Management. OLs serve as peer educators, group facilitators, performers, resources, contacts and role models to new first-year and transfer students, and their families, in their transition to USF. A vast knowledge of the St. Petersburg campus and the ability to articulate the positive aspects of attending college at USF is necessary. OLs must also be able to represent USF in a positive fashion. The OL position is both an honor and a rewarding experience that provides both personal and professional growth. *Contact Assistant Director Summer Smith at summersmith@usf.edu with questions.*

LEARNING OBJECTIVES

- A. Articulate the mission, vision, and values of Orientation and on-boarding.
- B. Articulate and demonstrate Orientation Leader competencies, including facilitation, group management, teamwork, personal leadership, mentorship, public speaking, active listening, and communication.
- C. Demonstrate an openness and appreciation toward the unique contributions that each individual brings to the university community, including differences in age, gender, ability, ethnic and cultural heritage, religion, sexual orientation, and gender expression.
- D. Assess situations in order to make reasoned and responsible decisions and respond appropriately to unforeseen circumstances.
- E. Meet identified personal goals.
- F. Utilize experience for future professional employment opportunities.
- G. Describe in detail how leadership skills have improved through their role in Orientation.
- H. Express personal and professional growth via working in Orientation

RESPONSIBILITIES

- A. Serve as group leader for 10-40 incoming freshmen and transfer students or the parents and guests group or Support Staff at each Orientation session. As a group leader, the OL will facilitate small group activities and discussions amongst participants, lead groups to sessions, introduce speakers and professional staff, be present during presentations and notify speakers of time left to present.
- B. Enroll in LDR 2010: Leadership Fundamentals (for 0 or 3 credits) during Spring 2021 and fully participate in all class sessions.
- C. Assist in the creation, organization, and preparation of Orientation presentations, activities, and materials.
- D. Communicate regularly and interact positively with the rest of the Orientation Team.
- E. Serve as an appropriate role model by following policies and procedures, accepting and completing assigned responsibilities and encouraging participation in USF's St. Petersburg campus activities.
- F. Represent all St. Petersburg campus organizations equally and accurately to new students and their family members.
- G. Know campus information in order to represent all St. Petersburg campus organizations equally and accurately and to lead a thorough Campus Tour.
- H. Assist presenters, college representatives, academic advisors and other administrators as needed.
- I. Participate in all assigned duties of Orientation fully and with a positive attitude while taking initiative with unanticipated tasks or problems. Always exhibit the best of USF to ensure that new students and their families have a productive and positive Orientation experience.

QUALIFICATIONS

- A. Be a USF, undergraduate, degree-seeking student. Must be a student at the St. Petersburg campus for a minimum of one semester prior to hire. Not required to register for courses during summer.
- B. Be in good academic standing with the University. This is defined as a cumulative USF GPA of 2.5 for undergraduate students during the term of employment. Grades from other universities are not calculated into the cumulative USF GPA. OLs failing to meet any of these academic requirements after any one semester will be placed on academic probation or terminated. OLs who fail to meet any of these requirements for two consecutive semesters will be terminated.
- C. Be in good standing with USF St. Petersburg campus and the Department of Residential Life and Housing (i.e. no judicial probation, outstanding financial obligations, University sanction status, etc.).
- D. Possess the following role model qualities: maturity, responsibility, initiative, motivation, morality, flexibility, enthusiasm, integrity, discernment, humility, positivity and a strong work ethic.
- E. Possess effective communication, leadership, time management, critical thinking and organizational skills. This includes checking and responding to mail or notices received via the OL University email account and/or telephone.
- F. Exhibit good presentation skills.
- G. Maintain willingness to work daytime, evening and weekend hours as scheduled, including hours during holidays and between academic terms when necessary.
- H. Possess the ability to work long hours that begin early in the morning and that end late at night for days in a row, ability to conduct tours or remain outside in the heat for significant periods of time and be responsible for transporting materials to Orientation sites for every session.

TERMS AND CONDITIONS OF POSITION

- A. **Length of Position** - The duration of this position is January 2021 through the first week of classes in January 2022, contingent upon successful completion of LDR 2010. The majority of the workload occurs May through August and in December.
- B. **Training**
1. OLs are required to enroll and fully participate in the assigned Leadership course for the Spring 2021 semester.
 - a. LDR 2010: Leadership Fundamentals for first year OLs
 - b. LDR 3363: Team Dynamics and Leading Diverse Groups for second year OLs
 - c. Third year OLs have the option of enrolling in another LDR elective, completing an Orientation-related internship with their college, or serving as a Teaching Assistant for LDR 2010 or 3363 as an LDR independent study.
 2. First and second year OLs must receive an 80% in their LDR course in order to continue in the position.
 3. OLs are required to attend Intensive Training sessions, which may be scheduled with short notice. These include but are not limited to:
 - a. A one-day bonding Orientation Retreat in January
 - b. A weekend Orientation Retreat (Date to be determined)
 - c. The half-day Transfer Dry Run in the Spring
 - d. The full-day First-Year Dry Run in June
 4. OLs are expected to fully participate in development of all presentations and performances. Additional rehearsals will be required as needed.
- C. **Sessions**
1. OLs are expected to be available for every Orientation sessions for first-year and transfer students, and their families.
 2. For on-campus sessions, OLs are not allowed to leave campus without permission during any Orientation session.
 3. OLs are required to spend the night in a residence hall during on-campus First Year Orientations.
 4. OLs may not be scheduled for every Orientation session.
- D. **Compensation**
1. OLs will be paid between \$8.56 and \$10.00 per hour, based on experience. OLs will be added to payroll prior to the first Orientation session, provided they have an 80% in their LDR course at that point.
 2. OLs work 1 to 39 hours per week. OLs are expected to work the entirety of each Orientation session. Due to the nature of the position, some weeks may require many more hours, and other weeks may require fewer.
 3. The first paycheck may take two to six weeks, or longer, depending on when the proper original documents were provided to Human Resources professional staff by the applicant and the sign-in process was completed.
 4. Applicants should be aware financial aid may be affected by the compensation of the OL position. All applicants are advised to check with the Financial Aid Office to determine the extent to which their Financial Aid package may be influenced by employment as an OL.
 5. Students appointed to this position must be eligible, in advance of the start date, to complete the Student Employment sign-in process with Human Resources. Initial and/or continued employment are contingent upon completion of this sign-in process. To complete this process, students must produce an original Social Security card and a picture ID or other state issued ID and a voided check to the supervisor a minimum of one month prior to the first day of work. International students must also include a copy of appropriate work permit information upon accepting a position.
- E. **Other Employment** – Arrangements must be made with any other employers so that Orientation sessions and training take priority and will be attended by all OLs. Total on-campus employment hours must not exceed 39 hours per week and this expectation must be communicated to other employers.
- F. **Attire** – OLs must present a positive image of USF by dressing appropriately for all sessions. OLs may be required to provide their own uniform of a USF shirt and khaki bottoms.
- G. **Absences and Tardiness** – OLs are expected to be on time and attend every Orientation session and training. Because of this, flexible and online summer classes are encouraged. Time off is limited and excused on an emergency permission basis only. OLs are expected to notify Professional Staff of absences in writing in order to be considered for an excused absence. OLs will be held accountable for all unexcused tardies and absences.
- H. **Conduct**
1. OLs will refrain from consuming alcoholic beverages or any illegal substance during all Orientation sessions, training, retreats, or related activity.
 2. OLs will refrain from consuming alcoholic beverages or any illegal substance in their Orientation uniform.
 3. OLs may not engage in an amorous, dating or sexual relationship with any Orientation participants during the Orientation season.
 4. Dating or sexual relationships between OLs and HOLs are allowed provided they discuss with the Assistant Director prior to beginning the relationship.
 5. OLs may not invite Orientation participants to be present with them at any social gathering where alcohol is involved.
 6. OLs may not abuse their position by inappropriately capitalizing on their access to new students.
 7. OLs are not permitted to connect to new students on any social media platforms until the students' first day of classes.
 8. If an OL is involved in any University Student Conduct cases during their term, it must be brought to the attention of the Assistant Director.
- I. OLs are subject to disciplinary action or may be placed on probation and/or terminated for misconduct, noncompliance, loss or misuse of keys or equipment, poor performance of job responsibilities and/or failing to meet the academic requirements. Florida is a right to work state.
- J. Reappointment is not automatic and is dependent upon the results of on-going positive performance appraisals and meeting the GPA, enrollment and conduct requirements. All OLs will be required to complete a re-application process.
- K. If resigning employment, OLs should demonstrate a willingness to provide a minimum of two weeks' notice (in writing) to their supervisor.

Please note that this is not an exhaustive description. Throughout training and the job itself, requirements may be added or deleted. OLs must be willing to accept other duties as assigned. All dates and times given are to the best of current knowledge and may change depending on finalization of the university calendar and Orientation planning. OLs are expected to take the initiative in order to provide a positive and successful Orientation.