



SACRAMENTO STATE

New Student Orientation

Orientation Leader Job Description

Each summer, 5500 new students and 2800 parents attend New Student Orientation. An Orientation Leader assists new students by serving as an academic advisor and mentor. Orientation Leaders are knowledgeable about academic policies, campus programs and services allowing them to assist students with the transition to Sacramento State.

Minimum Qualifications:

- Enrolled Spring 2010 (minimum 6 units)
- 2.7 GPA or higher
- A positive attitude

Conditions of Employment:

- Successful completion of ID 197 (3 unit, upper division class) in Spring 2010
- 40 hours/ week beginning early June to early August (some Saturdays)

Rate of Pay:

- \$9.50 per hour

Duties and Responsibilities:

- Serve as a knowledgeable, friendly, welcoming representative of Sac State
- Advise students on general education and graduation requirements
- Evaluate college and AP credit for GE equivalencies
- Assist students with schedule planning and course registration
- Serve as a resource for campus programs and services
- Portray Sac State, its policies, services and programs in a professional manner
- Facilitate parent workshops
- Conduct large and small group presentations
- Facilitate group activities during the FROSH Night program
- Present alcohol and sexual assault workshops to first year students (optional)
- Lead campus tours

Skill Development:

- Time Management
- Public Speaking
- Critical Thinking
- Academic Advising
- Professionalism
- Problem Solving
- Multitasking
- Initiative
- Customer Service

5. Did you attend a Sac State Orientation? If so, what were your impressions? If you did not attend Orientation, please tell us why.

6. How do you keep your composure under pressure or if put on the spot?

7. During a long workday, how do you believe you will be able to keep yourself and your fellow co-workers energized while maintaining a positive attitude?

8. What do you think is the best part of Sac State that incoming students should know about?

9. As an Orientation Leader, how would you ensure a great transition into the University for an incoming student?

10. Do you speak any languages besides English?

11. How did you find out about this position?

*** Transfer Students Only: Please list previous colleges attended.

EMPLOYMENT HISTORY

Employer	Supervisor
From	To
Job Title	
Responsibilities	

Employer	Supervisor
From	To
Job Title	
Responsibilities	

Employer	Supervisor
From	To
Job Title	
Responsibilities	

Applicant's Signature

Date

RETURN TO:
NEW STUDENT ORIENTATION OFFICE
LASSEN HALL 1010
FOR MORE INFO CONTACT: ORIENT@CSUS.EDU
CALL AMANDA OR JASON (916)278-5082
DUE: FRIDAY OCTOBER 30th, 2009
NO LATER THAN 5 PM