Orientation Leader Job Description

Each summer, 8,000 new students and parents/guests attend New Student Orientation at Sacramento State. Orientation assists new students with their transition to campus by providing programs and services that outline the University's academic requirements as well as social and developmental opportunities. In addition, Orientation provides parents/guests with an understanding of University expectations and policies required of their students. Orientation Leaders are knowledgeable about academic policies, campus programs, and serve as a resource to new students and their guests.

Term of Employment
This is a full-time position (40 hours/week) beginning late May until mid-August. Work hours will be 7:15am – 5:00pm. Optional evening work hours (5pm – midnight) take place in July and early August (tentative). Staff selected for Summer 2022 are expected to work in person.

Minimum Qualifications
• Enrolled in at least six units in Spring 2022 (May 2022 graduates are eligible to apply)
• Minimum 2.7 GPA
• Enroll in ID 197 (3 unit, upper-division class, does not meet GE) Wednesday nights 5:30-8:20pm during the Spring 2022 semester. This class will be in person.

Conditions of Employment
• Successful completion of ID 197: Training and Leadership for Orientation Leaders
• Minimum 2.7 GPA and good academic standing at the end of Spring 2022
• Attend all training sessions (paid)
• Available to work in person on campus for Summer 2022
• This position has been designated as sensitive and will require a criminal background check. We reserve the right to make the employment offer contingent upon the successful completion of the criminal background check.

Rate of Pay
• $15.00/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 credits for GE equivalencies
• Assist students with schedule adjustments and course registration
• Troubleshoot and resolve student problems/concerns
• Portray Sac State, its policies, services and programs in a professional manner
• Coordinate morale activities for Orientation staff
• Conduct group presentations for students and parents
• Facilitate virtual and in person Orientation sessions
• Facilitate group activities during the FROSH Night program (tentative)
• Lead campus tours

Skill Development Areas
• Time Management
• Academic Advising
• Professionalism
• Multi-Tasking
• Problem Solving/Critical Thinking
• Public Speaking
• Taking Initiative
• Customer Service