California State University
SAN MARCOS

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2020 Orientation Team (O-Team) Leader Position Description

The Orientation Team (O-Team) leader position is critical in the implementation of summer Orientation sessions and other initiatives offered through New Student & Family Programs (NSFP). O-Team leaders will work collaboratively with one another, NSFP professional staff, and other staff and faculty across campus to support the coordination and implementation of New Student Orientations for over 4,000 first-year and transfer students and their families. O-Team leaders are held to a high standard and will demonstrate visible leadership, self-awareness, effective communication of opinions and ideas that lead to action, and other competencies in alignment with the CSUSM Integrated Co-Curricular Model.

Position Responsibilities

- Serve as a leader and role model to incoming students and fellow O-Team leaders.
- Actively participate, engage, and contribute to all O-Team trainings and activities.
- Facilitate and participate in campus tours, student panels, presentations, small group activities, and other duties as assigned on Orientation days.
- Support NSFP professional staff in the planning and implementation of Weeks of Welcome events and programs, including Miiyu, Cougar Question Mart, Dive-In Movie, and Transfer Welcome Reception.
- Provide exemplary customer service at all times.
- Represent CSUSM, NSFP, and the Dean of Students office at all times.
- Additional duties and responsibilities as assigned.

Position Qualifications

- Current enrollment in at least 9 units at CSUSM
- Maintain a semester and cumulative GPA of at least 2.50
- 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
- Interests in learning new student and family members needs

Time Commitments

Please see the 2020 Orientation Team Mandatory Time Commitments document for a full list of time commitments for the position.

Benefits

- Knowledge and experiences related to CSUSM's Co-Curricular Model Learning Outcomes:
  - Civic Engagement & Social Responsibility
  - Leadership & Interpersonal Development
  - Career & Professional Development
  - Critical Thinking & Ethical Reasoning
  - Holistic Wellness & Self-Efficacy
- Semester Parking Permit
- Priority Registration for Fall 2020
- Breakfast and Lunch during Orientation sessions staffed
- CSUSM apparel
- Knowledge of CSUSM campus services and resources
- Transferable skills to succeed in a multitude of career paths
- Option to earn Tukwut leadership Circle (TLC) Leadership Certificate and UNESCO Certificate
- Networking Opportunities
- Lifelong Memories!

Questions concerning this document or the 2020 Orientation Team should be directed to:

New Student & Family Programs
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