Orientation Leaders will be selected to work in conjunction with the Sixth College staff to coordinate and implement the orientation program. Orientation Leaders will participate in all aspects of the program.

**DUTIES AND RESPONSIBILITIES**

Orientation Leaders, under the supervision of the Assistant Dean of Student Affairs and Assistant Dean of Academic Advising, will be responsible for the following duties:

- **Program Coordination**: Implement the orientation program as outlined; develop team-building and involvement opportunities for new students and parents; and assist in the evaluation of the program.
- **Group Leadership**: Lead small group discussions; direct campus tours; and demonstrate effective management of group dynamics and conflicts.
- **Role Modeling**: Display sensitivity to different cultures and an awareness of multiculturalism; encourage commitment to academic success; and exemplify Sixth College spirit and pride.
- **Peer Advising**: Effectively communicate the Sixth College academic curriculum; and provide information on student development opportunities and other university services and programs.
- **Administrative Tasks**: Assist the orientation staff with various duties including office coverage, orientation packet preparation and coordination of orientation mailings and incoming correspondence.
- **Additional Responsibilities**: As assigned.

**QUALIFICATIONS**

**Required:**
- Minimum second year student (beginning with the upcoming fall quarter)
- Willingness to learn about Sixth College’s educational philosophy
- Ability to serve as an appropriate role model of UCSD and Sixth College and to positively represent the College and University
- Must be in good standing with UCSD’s Student Policies & Judicial Affairs, Sixth College and Residence Life

**Desired:**
- Ability to communicate effectively, both in writing and orally
- Ability to facilitate small group discussions
- Ability to function as an effective team member
- Awareness of and sensitivity to cultural diversity
- Ability to work under pressure
- Sixth College student affiliation
- Overall commitment to Sixth College

**COMPENSATION**

Orientation Leaders successfully completing all responsibilities including attending all training programs and orientation programs will receive a stipend of approximately $470 payable in portions in June and October (exact amount of stipend based on final number of hours worked and as determined by final 2012 Orientation program budget). In addition, some meals will be provided during orientation programs and training. Each Orientation Leader will receive a Sixth College T-shirt that is required attire during Orientation. Students are responsible for paying their own rent whether on or off campus. Wages set are taken in consideration of living costs.
OL TRAINING SCHEDULE
(All are mandatory—no exceptions! Failure to attend any of these sessions may result in immediate termination from the Orientation Leader position. Prior approval to miss a session must be obtained by the Orientation Coordinators well in advance.)

Saturday, April 28  9 a.m. - 3 p.m.
Saturday, September 15  9 a.m. – 5 p.m.
Sunday, September 16  9 a.m. – 1 p.m.
Monday, September 17  9 a.m. – 5 p.m.

OL WORK SCHEDULE
September 19  Move-In Day
September 20 & 21  New Student Orientation Program
September 22-27  Welcome Week events
September 24  Transfer Orientation Program

ORIENTATION LEADER SELECTION TIMELINE
Tuesday, January 17  Info Session #1  Main Conference Room, Sixth Hub  3 – 4 p.m.
Wednesday, January 25  Info Session #2  Main Conference Room, Sixth Hub  12:30 – 1:30 p.m.
Friday, February 3  OL applications due at the Sixth College Front Desk by 4 p.m.
Friday, February 10  Applicants notified regarding their status and if they are invited to attend the group interview process.
Tuesday, February 21  Group Interview #1  The Lodge  3 – 5 p.m.
Wednesday, February 22  Group Interview #2  The Lodge  9 – 11 a.m.
Friday, February 24  Applicants notified regarding their status and if they move onto individual interviews.
February 27 – March 2  Applicants invited for an individual interview must sign up for their interview time at the Sixth College Front Desk. Failure to do so by March 2 at 4 p.m. will result in one’s removal from the candidate pool.
March 5 – 9  Individual interviews
Friday, March 16  Applicants will receive information regarding their final status via e-mail
Thursday, March 22  Intent to Participate forms are due to the Sixth College Front Desk by 4 p.m.
Orientation Leader Application

(Applicant has never served as an Orientation Leader)

Completed applications must be received no later than 4:00 p.m. on Friday, February 3, 2012 to the Sixth College Hub located on the second level of Pepper Canyon Hall.

1. Contact and Academic Information:

<table>
<thead>
<tr>
<th>Name</th>
<th>Last</th>
<th>First</th>
<th>Middle Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Address</td>
<td>Street</td>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Permanent Address</td>
<td>Street</td>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Cell Phone Number</td>
<td></td>
<td>Home Phone Number</td>
<td>PID #</td>
</tr>
<tr>
<td>E-mail Address</td>
<td></td>
<td>Class Level</td>
<td></td>
</tr>
<tr>
<td>Units Completed</td>
<td>Cumulative G.P.A.</td>
<td>Major</td>
<td></td>
</tr>
<tr>
<td>Sixth College Student:</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>T-Shirt Size:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Previous Employment:

<table>
<thead>
<tr>
<th>Position</th>
<th>Employer</th>
<th>Dates of Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td>Employer</td>
<td>Dates of Employment</td>
</tr>
</tbody>
</table>

3. Student Conduct Record:

Have you accepted responsibility or been found responsible for violating the UCSD Student Conduct Code or UCSD Policy on Integrity of Scholarship? Yes No

If “yes,” please explain:

4. Leadership and Related Experience: (include campus involvement, student organizations, sports, etc.)
Please type your answers to questions #5 - 7 and attach them to your completed application.

5. Why do you want to be an Orientation Leader? What can you bring to the Orientation team that others cannot?

6. What do you think is the purpose of the Orientation program?

7. The Orientation Leader position at Sixth College is a significant leadership commitment. Self-awareness is essential for a good leader. As a result, please identify what your strengths are as well as areas that need attention for improvement.

8. Are you available for each of the following Orientation Leader training and programs?
   a. Saturday, April 28  9 a.m. – 3 p.m.  Yes  No
   b. Saturday, September 15  9 a.m. – 5 p.m.  Yes  No
   c. Sunday, September 16  9 a.m. – 1 p.m.  Yes  No
   d. Monday, September 17  9 a.m. – 5 p.m.  Yes  No
   e. Wednesday, September 19 – Friday, September 21  Yes  No
   f. Monday, September 24  Yes  No

9. What languages do you speak fluently?

10. All applicants will be required to attend one of two different group process interviews. Please rank from 1 to 2 (1 = most desired to 2 = second most desired choice) which session you’d like to attend. We cannot guarantee that we will be able to accommodate your request, so please reserve these dates to be available. You will be notified via e-mail of your assigned time.

     _____ Tuesday, February 21  3 – 5 p.m.
     _____ Wednesday, February 22  9 – 11 a.m.

Please note that all new OL applicants must have two (2) individuals complete a recommendation form on their behalf. One of these recommendations must be completed by a UCSD faculty or staff member or current or past employer. Resident advisors or past Orientation Leaders are also an option. In the space below, please indicate the contact information for your recommender:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I certify that all statements on this application are true and complete to the best of my knowledge. If employed, I understand that any falsification of this record may be considered cause for separation. I hereby grant permission for Sixth College to
access my grade point average, enrollment status, and conduct records, and to verify any other information I have provided on this application.

______________________________________________________________
Signature                                         Date
______________________________________________________________
UCSD SIXTH COLLEGE ORIENTATION LEADER APPLICATION 2012
RECOMMENDATION FORM

INSTRUCTIONS TO THE APPLICANT: Please fill out the waiver before distributing the recommendation form. If this section is not completed, it will be assumed that you have waived your right to access the completed recommendation form. Forward this form to the person who will be completing your recommendation and:

Option 1
Give recommenders a stamped envelope addressed to:
Emily Feinstein
Sixth College
9500 Gilman Dr., MC 0054
La Jolla, CA 92093-0054

OR

Option 2
Complete Option 1 and fax to:
(858) 822-5999
Attn: Emily Feinstein

Applicant, please check one of the following:
☐ I waive any right of access that I may have to this recommendation form.
☐ I do NOT waive any right of access that I may have to this recommendation form.

Applicant’s Name (please print): __________________________________________

Applicant’s Signature: ___________________________________ Date: __________

INSTRUCTIONS TO THE PERSON WRITING THE RECOMMENDATION: Sixth College at the University of California, San Diego, provides a comprehensive orientation program for all incoming students and their families to assist in the students’ transition to life at the college and larger university. This program is essential to creating a welcoming and supportive environment leading to personal and academic success. The applicant listed above is seeking a position as an Orientation Leader for this program.

Please frankly state the merits of this applicant’s candidacy, any areas for improvement, and any other information that may be useful to the selection committee. As noted above, please submit your recommendation using either option 1 or option 2 to our office no later than February 3, 2012. Thank you for your cooperation.

Recommender’s Name: ___________________________ Title: ___________________________

Institution or Agency: ___________________________ Phone: ___________________________

How long and in what capacity have you known the applicant?

______________________________________________________________________________

Briefly describe the student’s responsibilities while working with you.

______________________________________________________________________________
INSTRUCTIONS TO THE PERSON WRITING THE RECOMMENDATION: Please frankly state the merits of this applicant’s candidacy, any areas for improvement, and any other information that may be useful to the selection committee in the following areas. Again, thank you for your cooperation.

Please comment on the applicant’s ability to provide leadership at various levels and to show sensitivity in dealing with a culturally diverse group of students and parents.

What do you consider to be the applicant’s strengths and weaknesses?

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Poor</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow-through</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creativity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reliability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sensitivity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maturity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooperation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flexibility</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team work</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional comments:

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

Signature: ___________________________ Date: ___________________