Sixth College Orientation Program
Fall 2012 Application

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 Student Orientation Program

RETURNING ORIENTATION LEADER SELECTION TIMELINE
Friday, February 3           OL applications due at the Sixth College Front Desk by 4 p.m.
Friday, February 24          Applicants notified regarding their status and if they move on to 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 4:00 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.
RETURNING Orientation Leader Application

Applicants using this form have previously 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.

1. Contact and Academic Information:

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<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>
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<td></td>
<td>Class Level</td>
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<tr>
<td>Units Completed</td>
<td></td>
<td>Cumulative G.P.A.</td>
<td>Major</td>
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<tr>
<td>Sixth College Student:</td>
<td>Yes</td>
<td>No</td>
<td>T-shirt Size:</td>
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2. Previous Employment:

<table>
<thead>
<tr>
<th>Position</th>
<th>Employer</th>
<th>Dates of Employment</th>
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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. What skills and/or abilities do you hope to gain from another year in this position? Submit an action plan for yourself that shows how you will learn these skills and abilities with specific goals and ways that you will achieve your plan. Be prepared to discuss this at length during your interview.

6. The expectations for returning Orientation Leaders are that they will serve as mentors and demonstrate excellent role modeling for new staff members. Please indicate what you would do to serve as a good role model and mentor for incoming staff.

7. Returning staff members are asked to assist with training workshops. Please choose one topic area that you would want to present to your fellow staff members (we encourage you to choose a topic area that has not been covered in past training) and create an outline for a 20 minute presentation on that topic. Consider ways that you would make the presentation interactive and creative while successfully teaching the topic. You will be expected to give an overview of your recommended presentation during your interview.

8. Are you available for each of the following Orientation Leader training 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?

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