



# California State University SAN MARCOS

New Student and Family Programs 333 S. Twin Oaks Valley Road San Marcos, CA 92096-0001  
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## 2023-2024 Orientation Team Leader Position Description & Application Checklist

The Orientation Team (O-Team) Leader position is critical in the implementation of various initiatives offered through New Student & Family Programs (NSFP). O-Team Leaders will work collaboratively with one another, NSFP professional staff, and campus partners to support the implementation of New Student Orientation sessions for over 4,000 first-year and transfer students and their families. In this role, O-Team Leaders are held to a high standard and will demonstrate visible leadership, self-awareness, effective communication, and other competencies in alignment with the [CSUSM Co-Curricular Model](#) (CCM).

### **Position Responsibilities**

- Serve as a leader and role model to incoming students and fellow O-Team leaders.
- Facilitate and participate in campus tours, student panels, presentations, and small group activities, provide logistical support, and complete other duties as assigned on Orientation days.
- Support NSFP staff in the implementation of Weeks of Welcome, including logistical preparation and event support for Miiyu, New Student & Family Convocation, Move-In, Dive-In Movie, Transfer Student Welcome Reception, Cougar Question Mart, and other events.
- Attend, actively participate, and engage in all required O-Team training and activities.
- Provide exemplary customer service at all times.
- Represent CSUSM, NSFP, and the Dean of Students Office professionally at all times.
- Additional duties and responsibilities as assigned.

### **Position Qualifications**

- Current enrollment in at least 9 units at CSUSM and attain a semester and cumulative GPA of at least 2.50
- Must be continuing as a CSUSM student (undergraduate or graduate) for the Fall 2024 semester (cannot be graduating in Spring 2023 unless continuing with a postgraduate program at CSUSM)
- 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

The California State University

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- 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 the importance of role modeling in a leadership capacity
- Ability to lead and hold peers accountable
- Ability to serve as a team player
- Interest in learning about the needs of new students and their family members

### **Time Commitments (Dates Subject to Change)**

- **Please note that the majority of team events and orientations are planned to be in-person on campus. Applicants should be willing and prepared to attend in-person events.**
- Attend and participate in O-Team Fall and Spring Kick-Off (November 2023 & February 9, 2024)
- Attend and participate in O-Team trainings every week during the Spring semester (Fridays 2-5pm with optional 1-2pm bonding; Beginning February 2024)
- Attend O-Team Summer Retreat (May 2024; may be off-campus overnight trip; dates subject to change) (expenses paid by New Student & Family Programs)
- Attend and support Summer 2024 orientation bag-stuffing (June 2024)
- Attend and support a minimum of 12 Orientation sessions throughout Summer 2024 and sign up for 2 on-call dates (plan to attend all on-call shifts).
- Support Move-In, Miiyu, New Student & Family Convocation, Dive-In Movie, Cougar Question Mart, Campus Tours, Transfer Welcome Reception, and other Weeks of Welcome events as-needed (Friday, August 23 – Sunday, September 15, 2024)
- Attend the 2023 O-Team Appreciation Banquet (September 2024)
- Attend and support Family Weekend events (October 2024)
- Attend and support CSUSM Giving Day events (November 2024)
- Attend and support two Spring Orientation sessions in January 2024

### **Learning Outcomes**

**Leadership & Interpersonal Development:** O-Team Leaders will develop awareness and understanding of their leadership skills, including areas of strength and improvement.

**Civic Engagement & Social Responsibility:** O-Team Leaders will develop an understanding and appreciation of diverse cultures, develop multicultural competency, and practice civic responsibility.

**Career & Professional Development:** O-Team Leaders will develop effective communication skills, model professionalism and positive work ethic, and articulate transferable skills to integrate orientation experiences with life and future career goals

**Critical Thinking & Ethical Reasoning:** O-Team Leaders will utilize effective reasoning toward decision-making and employ creative problem solving in navigating problems and conflicts at NSFP events and within the Orientation Team.

**Holistic Wellness & Self-Efficacy:** O-Team Leaders will develop their abilities to balance personal and professional commitments, maintain physical and mental wellness, and construct and pursue personal goals.

### **Benefits**

- Knowledge and experiences related to CSUSM's Co-Curricular Model (see above outcomes)
- Priority registration for Fall 2024 semester
- Breakfast and lunch during Orientation sessions (for on-campus sessions only)
- Orientation Team items (sweatshirt or jacket, polo, and any other items ordered)
- Knowledge of CSUSM campus services and resources
- Transferable skills to succeed in a multitude of career paths moving forward
- Networking opportunities with CSUSM faculty and staff
- Option to earn Tukwut Leadership Circle (TLC) Leadership Certificate and UNESCO Certificate
- Lifelong memories!

### **Application Checklist**

- Read job description and review calendar for mandatory events
- Submit the [online application](#)
- Complete a 30-minute interview via Zoom (we will follow up with you to schedule your interview once you submit your application)
- Attend the Group Interview (we will follow up with you regarding the group interview once you submit your application and complete your individual interview)

### **Questions**

For any questions, please contact New Student & Family Programs via email at [orientation@csusm.edu](mailto:orientation@csusm.edu) or by phone at (760) 750-4930.