



Orientation Team Member (O-Teamer)

Position Overview:	An O-Teamer is a current undergraduate student who is dedicated to UCF and seeking to serve as a role model for all students. O-Teamers are required to participate in all Orientation sessions for First Time in College (FTIC) and Transfer students and their guests during their time of employment. Throughout their time of employment, O-Teamers serve as peer educators, peer advisors, group facilitators, resource contacts, and role models while displaying the five tenants of the UCF Creed and a high degree of professionalism. This paid position is an honor and rewarding opportunity for both personal and professional growth.
Length of Position:	The duration of this position is January 2020 through the first week of classes in January 2021, with the majority of the workload occurring from May through August 2020. See attached list of important dates. All dates and times given are to the best of our knowledge. They may change depending on finalization of the University calendar and Orientation planning.
Qualifications:	<p>Applicants must meet the following qualifications in order to be eligible:</p> <ul style="list-style-type: none"> • Be a degree-seeking undergraduate student who is currently enrolled at UCF and will be enrolled in a minimum of 9 credit hours at UCF (outside of the required SLS 2715 course) at the start of employment in the Spring 2020 semester. • Have an anticipated graduation date of December 2020 or after. • Have a grade point average of at least 2.5 at the time of application to be maintained throughout the position. <ul style="list-style-type: none"> ○ Students are hired on a conditional basis until final grades of Spring 2020 are posted and all training components have been met. • Be free from disciplinary warning, probation, and/or suspension and agree to periodic disciplinary checks. • Be available for all required dates/times as outlined. • Successfully complete the required SLS 2715 course during the Spring 2020 semester. • Uphold the five values of the UCF Creed. • Exhibit commitment to the mission of First Year Experience. • Demonstrate a desire to learn about UCF, its regulations, its people, and its programs and to share the information with others. • Possess the following role model qualities: maturity, responsibility, initiative, motivation, flexibility, enthusiasm, integrity, a strong and positive work ethic, and a commitment to personal and team development. • Exhibit leadership potential. • Exhibit good interpersonal communication and group presentation skills. • Be eager to improve leadership and teamwork skills. • Be able to work effectively with a diverse group of team members and to promote the benefits of diversity.
Position Requirements:	<p><u>Spring 2020</u></p> <p>O-Teamers are required to take a mandatory two-credit hour Peer Leadership Development course during the Spring 2020 semester From January 7, 2020 through April 20, 2020 (not including the scheduled Final), SLS 2715 will be held from 3:30 – 4:45 p.m. on Tuesdays & Thursdays. Students are expected to do multiple reading and writing assignments and complete assigned projects in order to fully comprehend the material being discussed. As components of the course, O-Teamers will attend a retreat in January and a regional orientation conference in March, along with completing required prep activities on committees, and participating in April Transfer Orientations.</p> <ul style="list-style-type: none"> • The O-Team retreat is January 10, 2020 through January 12, 2020. • From March 12, 2020 through March 15, 2020, the O-Team will be traveling to Bowling Green, Kentucky to attend the annual SROW (Southern Regional Orientation Workshop) conference. At this conference, O-Teamers will participate in professional development sessions and activities while meeting thousands of other students from various institutions



	<p>who assist with Orientation at their universities.</p> <ul style="list-style-type: none"> ○ O-Teamers will be required to serve on one committee throughout the Spring semester and summer that will meet weekly. Committees are designed to assist O-Teamers in preparing for SROW and to support the Orientation program. ○ Dance practices are on the following dates: Saturday January 25, Saturday February 8, Saturday February 22, Saturday February 29. Times are contingent upon room availability of an on-campus location and class conflicts. Additional dates may be added as needed.
<p>Position Responsibilities:</p>	<p>The following is a summary of expected duties. The list is not comprehensive, and additional duties may be assigned at any time.</p> <p><u>Orientation Sessions</u></p> <ul style="list-style-type: none"> • Transfer Orientations: one-day sessions from March-August 2020, plus three late Orientation sessions. A Transfer session’s duration is defined as beginning at 7:00 a.m. and ending at 5:00 p.m. and/or when registration ends. This may include Orientations taking place at UCF Downtown. • FTIC (First Time in College) Orientations: two-day sessions from May-August 2020. A FTIC session’s duration is defined as job responsibility report time the evening before Day 1 (assigned on a rotational basis) or morning of Day 1, until the end of the mandatory staff meeting following registration on Day 2. This may include Orientations taking place at UCF Downtown. • Spring Orientations: one-day sessions and two-day FTIC session between November 2020 and January 2021. Spring sessions take place during the semester, and O-Teamers class schedule will be reviewed for availability to work these sessions. Sessions will be added as needed. <ul style="list-style-type: none"> ○ Arrangements must be made with any other employers so that these Orientations take priority and will be attended by all O-Teamers. ○ Two to three sessions will take place the week before the start of classes for the spring 2021 semester; therefore, O-Teamers are required to return to UCF early from the holiday break. ○ This may include Orientations taking place at UCF Downtown. <p><i>Assistance to Parents and Students</i></p> <ul style="list-style-type: none"> • Welcome new students and family members to the University and assist them in the initial Orientation registration and check-in. Specific tasks are assigned to each O-Teamer during check-in that serves as a critical role in the Orientation program. • Serve as a role model and facilitator for new students and be constantly accessible for interaction with students and their parents to make them feel comfortable, answering any and all of their questions. • Be a source of information regarding academics, policies and procedures, campus services, activities, building locations, and all other aspects of life at UCF. • Conduct well-organized, thorough group meetings and discussions for new students and their family members. O-Teamers will be required to go over specific information. • Represent all University organizations equally and accurately to new students and their family members. • Serve as a peer advisor, assisting college representatives and advisors, in order to help students select an appropriate schedule for their semester(s). • Be a contributing team member, while supporting and encouraging all other team members. <p><i>Administrative Duties</i></p> <ul style="list-style-type: none"> • Assist in the organization and preparation of Orientation activities and presentations. • Assist with the assembling of Orientation materials for all the Orientation sessions. • Assist with office duties as needed. • Efficiently complete all logistical tasks as requested by the First Year Experience staff to ensure the Orientation program proceeds smoothly and effectively.



	<ul style="list-style-type: none"> • Assist presenters, college representatives, academic advisors, and other administrators as needed. • Maintain regular communication with all First Year Experience staff, discussing with them situations that warrant their attention or action. • Maintain regular communication with FTIC students through social media from each session until the end of fall semester. • Participate in all assigned duties of Orientation fully and with a positive attitude while taking initiative with unanticipated tasks or problems. <p>Please note that throughout training and the job itself, requirements may be added or removed. You must accept other duties as assigned.</p>
<p>Related Responsibilities:</p>	<p><u>Training</u> During the summer from May 3-15, 2020 mandatory training sessions will be held daily, from 8 a.m. – 9 p.m. (times are approximate and subject to change). O-Teamers must also attend evening activities in addition to daytime hours as scheduled by the professional staff (e.g. practices, dance practice, additional review time, etc.). Additional times and dates may be added to the training schedule to accommodate training workshops.</p> <p><u>Social Media</u> O-Teamers will connect with each of their small groups after an Orientation session and correspond with them regularly via social media throughout the summer and in the fall. The goal is to update them on important events and check on their progress. We want you to be a resource during their first year!</p> <p>All social media accounts associated with your small group must align with the values of the University and First Year Experience. All accounts should only be used for transmitting UCF events or reminders. In addition, these accounts must be disaffiliated from personal campus involvement, viewpoints, and agendas. The use of these social media sites should not be a distraction from your daily Orientation responsibilities and only used during designated times. Your Instagram handle will be reviewed and approved by a First Year Experience staff member.</p> <p><u>Pegasus Palooza/Week of Welcome</u> O-Teamers will be required to assist with various activities from the Friday before classes start in the Fall semester through the end of the first week. Arrangements must be made with employers as O-Teamer presence is mandatory.</p> <p><u>Family Weekend</u> First Year Experience coordinates and hosts events for Family Weekend, which will occur early in the Fall 2020 semester. O-Teamers are required to attend and assist during these events for specified hours. The exact dates for Family Weekend 2020 have not yet been set, but will likely occur in September or October of 2020 during a home football game weekend.</p> <p><u>Recruitment</u> Assist Lead O-Teamers with recruitment of 2021 O-Team by hosting tabling and information sessions.</p>
<p>Terms and Conditions of the Position:</p>	<p><u>SLS 2715</u> O-Teamers must successfully complete all requirements of the position within the Spring 2020 semester, including achieving a “B” grade or higher in SLS 2715, in order to maintain their position on the Orientation Team and be hired as an employee. This includes participation and involvement at Retreat, SROW and Orientations.</p> <p><u>Classes</u> O-Teamers may not take in-person classes during summer semesters A, B, C, or D. Additionally, online courses are highly discouraged due to the summer schedule. The decision to complete an online course during the summer must be discussed with the professional staff and will be limited to one per term if necessary.</p>



	<p><u>Outside Employment and Leadership Positions</u> Being an O-Team member should be a priority, after academics, from January 2020 through January 2021. No conflicting employment or leadership position is allowed from May 3, 2020 through July 24, 2020 and August 13, 2020 through August 21, 2020. During other times employment is allowed but must not conflict with training or sessions. O-Teamers will not be permitted to be a peer mentor for LEAD, an SI leader/tutor for SARC, or a first-time Resident Assistant due to conflicts with August trainings and Orientations.</p> <p><u>Attire</u> Each O-Teamer must present a positive image of UCF by dressing appropriately for all sessions and maintaining professional bodily hygiene. Each O-Teamer will receive uniform shirt(s), jerseys and nametags as a job requirement. O-Teamers will be required to provide their own khaki shorts, undershirt, belt, socks, and shoes. To create a professional image, shirts and jerseys will be required to be tucked in and the nametag must be worn at all times. Failure to abide by dress code may result in being sent home to change and may receive additional disciplinary action.</p> <p><u>Absences and Tardiness</u> O-Team is our greatest asset at Orientation. During training and Orientation sessions, O-Teamers will be expected to be on time and available for the entire time scheduled. Time off, therefore, is on an emergency permission basis only. O-Teamers must notify the Orientation professional staff of absences and may be asked to present documentation in order for the absence to be considered excused. O-Teamers will be responsible for all information missed. There is a process in place to hold all O-Teamers accountable for all tardiness and absences which may include deduction of pay up to removal from the position.</p> <p><u>Fraternity/Sorority Affiliation</u> Orientation Team members who are affiliated with a Greek organization will be required to disaffiliate from May 3, 2020 to July 24, 2020. Additionally, Greek affiliated O-Teamers are required to disaffiliate during all Orientation sessions, which includes sessions that occur in August through January. During this time, they will not be allowed to wear or display their letters on their person, their car, on social media, etc. They may not discuss their involvement with their particular group. In addition, Orientation responsibilities will take precedence over sorority or fraternity obligations. Because of scheduling conflicts, this means that O-Teamers will not be able to participate in fall sorority pre-recruitment, sorority recruitment parties, and bid day if they overlap with any required events outlined in this document (including Orientation, Pegasus Palooza/Week of Welcome, Family Weekend, etc.).</p> <p><u>Conduct</u> O-Teamers will refrain from consuming alcoholic beverages or any illegal substances during all Orientation sessions, training, or related activities. This includes the training workshops and when specifically representing UCF. O-Teamers must abide by all University Policies as stated in <i>The Golden Rule</i>, the O-Team Contract, and UCF Human Resources guidelines at all times throughout tenure as a member of the O-Team. No student may hold the position while on disciplinary warning, probation, and/or suspension. First Year Experience will have permission to check GPA and student conduct standing at any time from September 20, 2019 through January 31, 2021.</p>
<p>Special Considerations of the Position:</p>	<p>O-Teamers must be able to perform unique tasks related to the position, including but not limited to:</p> <ul style="list-style-type: none"> • Working long and challenging hours that begin early in the morning and end later in the evening for multiple days in a row • Ability to navigate campus and remain outside in the heat for significant periods of time • Ability to bend and lift up to 50lbs. O-Teamers may be required to lift more than 50lbs with help of others.



<p>Compensation:</p>	<p><u>Stipend</u> Upon completion of the Spring requirements, O-Teamers will be hired and paid a stipend of \$5,000.00 (before taxes) for the year. Pay will be divided among paydays from May 2020 to August 2020 and November 2020 to January 2021. O-Teamers must complete all duties and responsibilities assigned to receive the complete payment amount. Payment will be reduced for failure to abide by policies of the position.</p> <p><u>Meals</u> O-Teamers receive some meals during May Training and some meals during Orientation sessions.</p> <p><u>Uniform</u> Uniform shirts and a jersey is provided to O-Teamers by First Year Experience. It is the O-Teamers responsibility to provide their own khaki shorts, undershirt, belt, socks and shoes.</p> <p><u>Professional Development</u> Travel, lodging, some meals and conference registration to the January retreat and SROW (Southern Regional Orientation Workshop) is provided by First Year Experience as part of the SLS 2715 class requirements.</p>
	<p><i>First Year Experience, within the University of Central Florida, promotes affirmative action and equal opportunity in education and employment for all qualified persons regardless of race, color, religion, sex, age, marital status, sexual orientation, gender identity or expression, ancestry, national origin, disability, or veteran status.</i></p>



First Year Experience

2020 Orientation Team Position Description

Friday, January 10-12	O-Team Retreat
Thursday, March 12-15	Southern Regional Orientation Workshop (SROW)
Friday, April 3	Summer/Fall Transfer
Friday, April 17	Summer/Fall Transfer
Sunday, May 3-15	May Training
Friday, May 8	Summer/Fall Transfer
Monday-Tuesday, May 18-19	Summer FTIC
Wednesday-Thursday, May 20-21	Summer/Fall FTIC
Friday, May 22	Summer/Fall Transfer
Tuesday-Wednesday, May 26-27	Summer FTIC
Thursday-Friday, May 28-29	Summer FTIC (Bilingual Family Session)
Monday-Tuesday, June 1-2	Summer FTIC (Summer/Fall Compass/Excel)
Wednesday, June 3	Summer/Fall Transfer (ROSEN)
Thursday-Friday, June 4-5	Summer/Fall FTIC (Honors Only)
Monday-Tuesday, June 8-9	Summer/Fall FTIC (Compass/Excel)
Wednesday-Thursday, June 10-11	Summer/Fall FTIC (LEAD/LEARN)
Friday, June 12	Summer/Fall Transfer
Monday-Tuesday, June 15-16	Summer FTIC (Access only)
Wednesday-Thursday, June 17-18	Summer FTIC (Athletes)
Friday, June 19	Summer/Fall Transfer (Athletes)
Tuesday-Wednesday, June 23-24	Fall FTIC
Thursday-Friday, June 25-26	Fall FTIC
Monday, June 29	Fall Transfer
Tuesday, June 30	Fall Transfer (ROSEN)
<i>Wednesday, July 1 – Monday, July 6: No obligations</i>	
Wednesday-Thursday, July 8-9	Fall FTIC (Bilingual Family Session)
Friday, July 10	Fall Transfer
Monday-Tuesday, July 13-14	Fall FTIC (Compass/Excel)
Wednesday-Thursday, July 15-16	Fall FTIC
Friday, July 17	Fall Transfer
<i>Monday-Tuesday, July 20-21</i>	<i>Fall FTIC</i>
Wednesday, July 22	Fall Transfer
Thursday, July 23	Fall Transfer
Friday, July 24	Fall Transfer
<i>Saturday, July 25 – Tuesday, August 12: No obligations</i>	
<i>Thursday-Friday, August 13-14</i>	<i>Fall FTIC</i>
<i>Monday, August 17</i>	<i>Fall Transfer</i>
<i>Tuesday, August 18</i>	<i>Fall Transfer</i>
Wednesday-Thursday, August 19-20	Fall FTIC (Out of State, Athletes, IES)
Friday, August 21	Fall Transfer

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