



2022 Orientation Leader Position Description

An Orientation Leader (OL) serves as an important member of the 2022 Orientation Team and is a current undergraduate student who is dedicated to UCF and seeking to serve as a role model for all students. OLs 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, OLs 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. Applicants will have the opportunity to indicate interests in serving as a Specialized Campus Orientation Leader for additional pay and responsibilities. [You can learn more by reviewing the position addendum at the end of this document.](#)

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. First Year Experience is committed to selecting a diverse group of students that is representative of the UCF student body to comprise the Orientation Team.

Please note: While we do not anticipate having to make major changes to this document, the planning of Orientation programs is a fluid process and sometimes requires adjustments. Please be advised that this document is tentative and a final copy will be provided to you prior to your agreement to serve in the role of Orientation Leader.

Length of the Position

The duration of this position is January 2022 through the first week of classes in January 2023, with most of the workload occurring from May through August 2022. 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 & Expectations

Applicants must meet the following qualifications to be eligible:

- 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 at the start of employment in the Spring 2022 semester.
- Have an anticipated graduation date of December 2022 or after.
- Have a GPA of at least 2.5 at the time of application to be maintained throughout the position.
- Be free from disciplinary warning, probation, and/or suspension and agree to periodic disciplinary checks.
- Be available for all required dates/times as outlined.
- 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 people, its programs and its regulations 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.

OLs must be able to perform unique tasks related to the position, including but not limited to:

- Working long and challenging hours that begin early in the morning and end later in the evening for multiple days in a row
- Remain positive through challenging situations and long workdays
- Ability to navigate campus and remain outside in the heat for significant periods of time
- Ability to bend and lift up to 50lbs. OLs may be required to lift more than 50lbs with help of others. We are able to provide appropriate accommodations for those who are unable to lift 50lbs.

Position Responsibilities

Members of the O-Team are responsible for completing a variety of duties throughout their position. These duties apply to both in person and virtual Orientations. **Please note that this list is not comprehensive, and additional duties may be assigned at any time.**

Spring 2022

Orientation Team Meetings

OLs are required to attend weekly O-Team meetings during the Spring 2022 semester. From January 10, 2022 through April 25, 2022. The meetings will be held from 2-4:30 p.m. on Fridays. OLs are expected to do participate in activities and complete assigned projects to fully comprehend the material being discussed within meetings. Meetings may be facilitated in-person or remotely and may be canceled based on program needs.

Retreat

The O-Team Retreat is January 21, 2022- January 23, 2022. The retreat is an opportunity for the OLs to get to know one another and members of FYE staff. The location and exact times of the retreat are to be determined.

Orientation Regional Conference (Tentative)

We're hopeful to send the Orientation Team to the Southern Regional Orientation Workshop (SROW) held on the University of South Carolina from March 4-6, 2022. As SROW continues to finalize details, including costs to attend, FYE will provide more information about this expectation.

Early Summer/Fall Orientations

As part of training for their role, OLs will be expected to participate in the early (March/April) Transfer Orientations. Class schedules will be reviewed and accommodated prior to your scheduled times to participate.

Summer 2022

Training

Beginning May 4th, 2022 mandatory training sessions will be held daily, from 8am– 10pm (times are approximate and subject to change). OLs must also attend evening activities in addition to daytime hours as scheduled by the professional staff (e.g. practices, additional review time, etc.). Additional times and dates may be added to the training schedule to accommodate training workshops.

Summer/Fall Orientation Sessions

- Orientation occurs Monday through Friday, May – August 2022. As the primary function of this job is supporting orientation, we ask that you do not schedule conflicts during any weekday/evening in this time.
- Assistance to Parents and Students
 - 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 OL 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 all of their questions or referring them to other units appropriately.
- 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 small group meetings and Q&A discussions for new students and their family members. OLs will be required to go over specific information.
- Represent all University organizations equally and accurately to new students and their family members.
- **Administrative Duties**
 - 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.
 - Assist presenters, college representatives, academic advisors, and other administrators as needed.
 - Participate in ongoing trainings and professional development related to your position.
 - Maintain regular communication with all First Year Experience staff, discussing with them situations that warrant their attention or action.
 - Maintain regular communication with new UCF students 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.

Fall 2022

Pegasus Palooza/Week of Welcome

OLs will have opportunities to assist with various activities from the Friday before classes start in the Fall semester through the end of the first week. More details about Pegasus Palooza will be shared closer to August 2022. All OLs are required to complete two (2) campus locators shifts through FYE.

Recruitment

Assist with recruitment of 2023 O-Team by hosting tabling and participating in information sessions.

Family Weekend

First Year Experience coordinates and hosts events for Family Weekend, which will occur early in the Fall 2022 semester. OLs are required to assist during these events as part of their summer stipend. The exact dates for Family Weekend 2022 have not yet been set.

Spring Orientation Sessions

These are Orientations between November and December 2022, and January 2023. These sessions are mandatory and paid. Spring sessions take place during the semester, and if an OL participates, their class schedule will be reviewed when signing up to work. Sessions during this time frame may be added as needed, and FYE will notify the OLs of any updates as they get closer.

- Optional sessions to work may include Orientations taking place at UCF Downtown (opportunity available for all OLs, not just the specialized campus OLs).
- This applies if the sessions are held virtually or in-person.
- Refer to the Compensation section of this document for details regarding pay for these dates.

Social Media

OLs will connect with each of their small groups after an Orientation session and correspond with them regularly via social media until the end of the Spring 2023 term. The goal is to update students on important events and assist them in their transition throughout their first year.

Terms and Conditions

In order to remain in good standing, all members of the Orientation Team must agree to the following terms and conditions:

Orientation Team Meetings

OLs are required to attend weekly O-Team meetings during the Spring 2022 semester. From January 10, 2022 through April 25, 2022. The meetings will be held from 2-4:30 p.m. on Fridays. OLs are expected to participate in activities and complete assigned projects to fully comprehend the material being discussed within meetings. Meetings will be facilitated in-person.

Classes

OLs 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.

Outside Employment and Leadership Positions

After academics, being an OL should be a priority from January 2021 through January 2022. No conflicting employment or leadership position is allowed from May 2022 - January 2023. During other times employment is allowed but must not conflict with training or sessions. OLs 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.

Organization Affiliation

Orientation Leaders are expected disaffiliate from any organizations they are a part of from May to August 2022. Additionally, OLs 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 anything relating to their organization 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 organization obligations. Because of scheduling conflicts, Greek Affiliated OLs 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 and the Orientation Leader Contract (including Orientation, Family Weekend, etc.).

Conduct

OLs will refrain from consuming alcoholic beverages or any illegal substances during all Orientation sessions, training, or related activities. This includes all training workshops and when OLs are specifically representing UCF. OLs must abide by all University Policies as stated in The Golden Rule, 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 1, 2021 through January 31, 2023.

Internet Access

OLs must have consistent access to reliable internet and a webcam to be successful in this role. In the event that meetings are held virtually, OLs will be expected to be in a stationary location in a professional setting.

Compensation

Pay Rate

Upon completion of the Spring requirements, OLs will be hired and paid a rate of \$10 per hour (before taxes) for the Summer and Fall 2022 responsibilities, which is inclusive of Campus Locators, Recruitment of the 2023 Orientation Team, and Family Weekend. Pay will be divided among biweekly paydays from May 2022 to January 2023.

Uniform

Uniforms are provided to OLs by First Year Experience. It is the OLs' responsibility to provide their own khaki shorts, undershirt, belt, socks and shoes.

Application Process

Step 1: Attend an Information Session

Curious about what a typical day for an OL looks like? Do you have questions about the position or application process? Attend an information session to hear about these and other topics from a Lead OL.

- *Wednesday, September 8, 11am-12pm, In Person, TA 201*
- *Tuesday, September 14, 4:30pm-5:30pm, Virtual Session*
- *Friday, September 23, 1pm-2pm, In Person, DPAC 107*
- *Wednesday, September 29, 9am-10am, In-Person, TBD*
- *Friday, October 1, 10am-11am, In Person, TA 201*
- *Tuesday, October 5, 4:30pm-5:30pm, Virtual Session*
- *Thursday, October 7, 4pm-5pm, In Person, Rosen 102R*

Pre-registration required for all interest sessions! Register here:

Step 2: Apply!

The application must be submitted online through Qualtrics via this link:

http://ucf.qualtrics.com/jfe/form/SV_396y4ZxS4bi0l2q. The application contains multiple parts: personal information, essay responses, resume submission and a letter of recommendation.

- **Reference Form:** one reference is required for the application and can be from anyone (excluding a family member or friend) that can attest to your work ethic, character and personality. This includes student leaders, OLs, supervisors, and/or advisors.

Applications are due by 11:59 pm on Sunday, October 10, 2021.

Step 3: Group Interview

All applicants are required to participate in Group Interviews. The week of October 25, 2021, First Year Experience will send an email asking you to sign up for your preferred Group Interview time. It is highly recommended that you sign up for a spot as soon as you receive the communication because spots are available on a first come, first serve basis. **Group interviews will be hosted from October 25-27, 2021.**

If there are unavoidable conflicts with the scheduled dates and times, please contact oteam@ucf.edu as soon as possible.

Step 4: Individual Interview

Upon completion of Group Interviews, a limited number of applicants will be invited to continue in the selection process. If selected to continue, you will sign up for one individual interview. These will take place between November 8-16, 2021.



First Year Experience

2021 Orientation Team *Specialized Campus Orientation Leader Position Description*