



Cal State L.A.
2010-2011 Orientation Leader
Job Summary and Application Requirements

University Orientation Program, Student Affairs Bldg. Room 105, (323) 343-3195
Monday – Thursday, 8 am – 6 pm & Friday 8 am – 5 pm

Thank you for your interest in being part of the dynamic University Orientation Program. The Orientation Leader position requires a serious commitment to the University and helping new students. Orientation Leaders represent the University and campus community to new students, and are pivotal in helping them make a smooth transition to Cal State L.A.

The ideal Orientation Leader is . . .

- A team player
- Articulate
- Eager to help others
- Energetic
- Enthusiastic
- Responsible
- Self-motivated
- Willing to learn

JOB SUMMARY

Orientation Leaders assist in the preparation and implementation of all freshmen and transfer orientation programs each quarter. They help new students explore Cal State L.A.'s academic programs, campus programs, student organizations, and familiarize them with university policies and procedures.

Responsibilities and duties include assisting students with. . .

- Advisement centers and locations
- Campus tours
- General Catalog and Schedule of Classes
- Involvement opportunities
- GET & STAR registration

Other responsibilities include...

- Attending training sessions
- Assist with special events: Eaglefest, VIP Day, etc.
- Other duties as assigned

SALARY AND BENEFITS

Orientation Leaders have . . .

- A great time working with a team and learning about Cal State L.A.
- A pay range of \$8.00 – \$10.00/hour
- Additional opportunities for student assistant employment during the academic year
- Cool CSULA Orientation gear

TIME COMMITMENTS

Orientation Leaders . . .

- Make a commitment to the program and **MUST** be available to work 75% of all Orientation programs June 2010 – August 2010. (Full day availability preferred)
- Attend OL Academy
 - Five 3-hour training classes (paid)
 - 4/9/10, 4/23/10, 5/14/10, 5/28/10, 6/11/10
(All are Fridays from 1:30pm-4:30pm)
 - 2 ½ day Boot Camp (paid)
 - 7/7/10-7/9/10
- Assist with special events- EagleFest, VIP day, Campus Tours

ORIENTATION LEADER REQUIREMENTS

- 24 units completed by the end of Winter Quarter 2010
- A minimum cumulative and quarter GPA of 2.00
- Full-time Cal State L.A. student
- Complete and return the attached Orientation application by **2/18/10**.
*Recommendation from a Cal State L.A. staff or faculty member is preferred.



Cal State L.A.
2010-11 Orientation Leader
Application Form

University Orientation Program, Student Affairs Bldg. Room 105, (323) 343-3195
 Monday – Thursday 8 am – 6 pm & Friday 8 am – 5 pm

Name _____ CIN _____
 (Print or type) First Last MI

SECTION I – PERSONAL INFORMATION

I live On-campus Off-campus E-mail Address _____

Address _____

City _____ State _____ Zip _____

Message Phone No. _____ Home Cell Other
 (Area code)

Additional Phone No. _____
 (Area code)

SECTION II – STUDENT INFORMATION

I am a Freshmen Sophomore Junior Senior Graduate Student

Units Completed _____ Anticipated Year of Graduation _____

Major(s) _____ Minor(s) _____

Current Cumulative GPA _____ Fall 2009 GPA _____

I have or plan to apply for Financial Aid for the 2010 – 2011 academic year: Yes No

I have or plan to apply for Work Study for the 2010 – 2011 academic year: Yes No

SECTION III – WORK EXPERIENCE - Please list two of your most recent employment/positions.

1) Company: _____ Supervisor: _____

Position title: _____ Current/Ending Pay Rate: _____

Address: _____ Phone Number: _____

Employment Period: _____ Reason for leaving: _____

Describe your responsibilities:

2) Company: _____ Supervisor: _____

Position title: _____ Current/Ending Pay Rate: _____

Address: _____ Phone Number: _____

Employment Period: _____ Reason for leaving: _____

Describe your responsibilities:

SECTION IV – CO-CURRICULAR AND LEADERSHIP EXPERIENCE

Please list all of your involvement in organizations, clubs, sports, etc. Attach additional sheets as needed.

Organization

Position(s) Held

Dates Involved

SECTION IV – QUESTIONS

Please answer the following questions clearly and completely. Attach additional sheets if necessary.

1. What skills, qualities and/or experiences do you have that will enable you to be a great Orientation Leader?

2. What do you like *most* about your college experience?

3. What do you like *least* about your college experience?

4. How would you use your experiences for the benefit of incoming freshmen and transfer students?

5. Why did you decide to apply for this position?

6. What other qualifications or achievements would you like us to take into consideration?

APPLICATION DEADLINE: THURSDAY, FEBRUARY 18, 2010

Please return the application form to:

University Orientation Program
California State University, Los Angeles
5151 State University Drive, SA 105
Los Angeles, CA 90032
Phone (323) 343-3195