Position Minimum Requirements:
- Be in good academic standing and have a minimum SJSU cumulative and last semester GPA of 2.5
- Be in good judicial standing. Applicants cannot have any current judicial rulings or probation on their record from the Office of Student Conduct and Ethical Development to be considered in “good judicial standing.”
- Maintain good academic and disciplinary standing from time of application until Fall 2020
- Be a current SJSU undergraduate student and have passed at least 12 semester units at SJSU prior to Spring 2020
- Complete the mandatory three-unit UNVS 199 course during the Spring 2020 semester (Tuesdays, 4:30 - 7:15 pm)
- Can NOT enroll in more than 18 units (including the UNVS 199 class) in Spring 2020
- Will return to SJSU as a student in the Fall 2020 semester
- Relate well with students, parents/family members, staff, faculty, and administrators
- Be reliable, punctual, responsible, flexible, a team player, and demonstrate strong communication skills
- Attend and participate in all orientation team trainings and required events (e.g., Retreat in January 2020, Admitted Spartan Day in April 2020, Orientation Leader Final Training and orientation session days in Summer 2020)
- Can NOT work another on campus job during the Summer 2020
- Adhere to orientation uniform guidelines during orientation session days and other required events
- Can NOT be enrolled in summer session classes at SJSU (on campus or online)
- Ability to live on campus during the summer - lodging provided during Summer 2020 (Dates TBD)
- Adhere to student assistant expectations outlined by the department
- Conduct self in a professional manner at all times

Position Responsibilities:
- Communicate effectively and regularly on an individual and group basis with student and professional orientation staff as well as campus partners during the academic year and summer
- Work ALL orientation sessions (Dates and specific duties TBD):
  - Be available for all orientation sessions hosted during the summer of 2020 (Dates TBD)
  - Serve as a small group leader to 10-15 new students at each orientation session
  - Work individually and in teams to complete daily tasks including, but not limited to: material prep for orientation sessions, checking in students and parents/family members at orientation, leading campus tours, facilitating icebreakers and other activities, speaking on student panels, assisting with academic advising, mingling with all orientation participants, etc.
  - Assist students in planning their first-semester schedule and disseminating accurate information regarding class scheduling and course registration during academic advising sessions
  - Inform students of administrative and university policies that affect their enrollment
- Complete assessment surveys and evaluations throughout the year as requested
- Participate and support various campus events and initiatives as requested by orientation, the Division of Student Affairs, and wider SJSU campus departments (Admitted Spartan Day, etc.)
- Adhere to student assistant expectations outlined by the department
- Other duties as assigned