

New Student and Family Programs

2018 Core Staff Application Packet

As you complete the three step application process, thoroughly highlight your experiences at San Jose State University (SJSU), especially those that may be unique to you. We have a basic knowledge of your past experiences, but a more complete and detailed description will allow us to better discern your skills and talents. One change we will be implementing this upcoming year is using the term “Core Staff” to encompass both the Team Leads and Returners. We believe this change allows us to capture the experience both Team Leads and Returners bring to the team and create less of a divide between the roles.

STEP #1: CORE STAFF ONLINE APPLICATION

- Both Team Lead and Returner Applicants: Complete the online application (personal data and short answer questions): <http://bit.ly/2018CoreStaffOnlineApp>

DUE: Saturday, September 23, 2017 by 11:59PM.

STEP #2: FALL 2017 CLASS & OTHER COMMITMENTS CALENDAR/SCHEDULE

- Both Team Lead and Returner Applicants: Email a copy of your Fall 2017 calendar (class schedule and other current recurring commitments) to rigoberto.flores@sjsu.edu

DUE: Saturday, September 23, 2017 by 11:59PM.

STEP #3: INTERVIEW **FOR TL APPLICANTS: PRESENTATION & PANEL INTERVIEW**

All Team Lead applicants will do a 6-10 minute presentation in front of a panel of Professional Staff following the prompt below. This is your opportunity to express your individuality, so creativity is HIGHLY encouraged. You can NOT use technology for this presentation. The 6-10 minute presentation will follow with 20 minutes of question and answer from the panelists. **Note: Applicants not selected to serve as Team Leads may be considered for a returning position. However, this is not a guarantee.**

Presentation Prompt:

- If selected to be a TL, based on what you know about the position, how did your experience as an Orientation Leader prepare you for this role?

Consider addressing in your presentation:

- Concepts/ideas you learned at OL Retreat, UNVS 199, Final Training, and your real-life experience as an OL this summer.
- How would you lead/serve as role model to your fellow orientation leaders
- Why you are interested in joining Core Staff, specifically as a Team Lead
- There are many projects TL’s lead – OL Recruitment & Selection, Retreat, Materials, Staff Manual, Final Training, Social, Parent/Family, etc. Explain what projects you would be interested in leading. Explain why? *See pages 7 - 8*

STEP #3: INTERVIEW **FOR RETURNING OL APPLICANTS: PANEL INTERVIEW**

All Returner applicants will participate in a 15 minute panel interview with Professional Staff. For your interview, be prepared to expand on/ further clarify answers from your online application and answer additional interview questions.

Interviews for both Team Leads and Returning OL’s will take place between Monday, September 25 - Wednesday, September 27th. Interview slots can be found on the online application.

TABLE OF CONTENTS

Core Staff Qualifications	3
Selection, Notification and First Core Staff Meeting	3
Terms of Employment	4
Team Lead Position Description	5
Returning Orientation Leader Position Description	6
Team Lead/Returning Staff Major Projects	7 - 8
Core Staff Important Dates and Upcoming Commitments Timeline	9

The information and commitments listed below are subject to change based on the needs of New Student and Family Programs, the Division of Student Affairs or the University. Changes, that we have control over, will not be implemented until professional staff has an opportunity to consult with Core Staff.

CORE STAFF QUALIFICATIONS

To be selected for Core Staff, you must be a current SJSU student in good academic and judicial standing and have prior experience as an Orientation Leader at SJSU. Selected TL/Returning staff members selected will be evaluated based on their online application, in-person interview and cumulative review of your performance as an Orientation Leader. **Note: A minimum SJSU cumulative AND semester GPA of 2.5 is considered “good academic standing” for this role.** Applicants CANNOT have any current judicial rulings or probations on their record from the Office of Student Conduct and Ethical Development to be considered in “good judicial standing.”

Core Staff Applicants Should:

1. Have prior experience as an Orientation Leader at SJSU
2. Be an undergraduate student and have at least 24 units at SJSU by Fall 2017
3. Not be graduating before Fall 2018
4. Live in on-campus lodging during Summer 2018 (specific dates TBA)
5. Not be enrolled in more than 18 units in Spring of 2018
6. Not plan to be enrolled in Summer 2018 classes (includes online classes)
7. Be able to work both independently and as part of a team
8. Be able to handle heavy detailed work and perform under pressure
9. Be self-motivated and work under general guidelines and be flexible
10. Be able to follow through and complete tasks within a given time frame
11. Be able to obtain the proper paperwork to work on-campus
12. Have general knowledge of SJSU policies, procedures, and requirements
13. Use good judgment and be accountable for any actions that can be directly associated with New Student and Family Programs
14. Adhere to all expectations listed in SJSU New Student and Family Programs “Orientation Leader: Student Staff Expectations” document (if selected and accepting a position as TL/Returning Staff)

SELECTION, NOTIFICATION AND FIRST CORE STAFF MEETING

Final selections for Core Staff will be announced **Thursday, September 28 by 6:00pm**. All successful Team Lead and Returning OL candidates will be asked to accept/decline their position no later than **Friday, September 29 by noon**.

Core Staff meeting (both TLs and Returners) will take place between October 2 - 3, 2017

**** Meeting date and time are depending on the team's availability.*

TERMS OF EMPLOYMENT

October 2017 – August 2018. *Students not available Fall 2017, Spring 2018, and Summer 2018 semesters are not eligible to apply for Team Lead/Returning Staff.* **It is understood, by accepting a position as a Team Lead/Returning Staff member, that you will have no other outside commitments and/or student leadership obligations that heavily conflict with your Orientation Leader commitments during your term on staff.**

Attendance and participation in the following events/commitments is **expected** of all Team Lead/Returning Staff members:

- OL Staff recruitment and interviews (Dates/Times can be found on page 9)
- TL/Returning Staff office hours (when needed)
- OL First Meeting sometime (**December 12/Time TBD pending availability**)
- Orientation Leader retreat in Spring 2018 (**Typically first OR second weekend in February**)
- Spring 2018 Orientation (**Wednesday, January 17, 2018**)
- Admitted Spartan Day
- Final Training (one-two weeks before Frosh Orientation Sessions begin)
- Be available for all Frosh Orientations sessions during the summer (**Mandatory**)
(Exception can be made on a case to case basis if you can't be present during this time)
- Be available on Tuesdays from 4:30-7:15pm during the Spring 2018 semester. TLs and Returning staff will lead UNVS 199 conversations and presentations.
(Exception can be made on a case to case basis if you can't be present during this time)
- Attend weekly/bi-weekly TL, Returner or Core Staff meetings during Fall 2017, Spring 2018 and Summer 2018 (Date, time and frequency of meetings will depend on Core Staff's availability)
- Be available February 23-25, 2018 to attend and present at the NODA Regional Conference *(Number of Core Staff members invited to attend is still unclear. Regardless, keep your schedule open this weekend just in case we can take all of Core Staff)*

*** All final dates and meeting times will be determined at a later date when all Pro, Team Lead, and Returning Staff are present.

Team Lead Position Description (# of positions offered TBD)

Total Compensation:

- Wage: \$14.00 an hour
- Housing and partial meals (session days) for Summer 2018 (Move-In and Move-Out dates TBA)

Employment Period:

- October 2017 - September 2018

Hours/Week:

- Average of 5 hours a week during academic year (Fall 2017, Spring 2018, Fall 2018)
Hours may fluctuate weekly based on projects and needs of the office;
- Up to 40 hours a week in Summer 2018

General Responsibilities:

- Meet regularly with and report to the New Student and Family Programs Coordinator
- Work closely with other SJSU professional staff (New Student and Family Programs, Academic Advising and Retention Services Professional Staff, and NODA Interns)
- Attend and participate in all TL Staff trainings and meetings (Dates TBD based on TL Staff availability)
- Attend and participate in all department and program trainings and meetings
- Work collaboratively with Core Staff to plan and implement various major projects
- Be a role model to all new OL staff and Huddle members
- Mentor and coach new orientation leaders in Huddle
- Conduct Huddle group and one-on-one meetings
 - **Spring 2018**
 - Huddle meetings at least ONCE/month during UNVS 199 class time
 - One-on-one's with every member of your Huddle at least ONCE
 - **Summer 2018**
 - Huddle meetings when changes are made to the Orientation Leader gameplan
 - One-on-ones with New Student and Family Programs Coordinator
- Provide general administrative and customer service support during office hours in academic year and Summer 2018 (i.e., answering and returning phone calls, emails, etc.)
- Work ALL Frosh Orientation Session days (Dates and specific duties TBD)
- Participate and support various campus events and initiatives as requested by New Student and Family Programs, the Division of Student Affairs, and wider SJSU campus departments (Spring 2018 Orientation, Admitted Spartan Day, Parent Family Weekend)
- Adhere to expectations outlined in SJSU New Student and Family Program "Orientation Leader: Student Staff Expectations" document
- Other duties as assigned

Returning Orientation Leader Position Description (# of positions offered TBD)

Total Compensation:

- Wage: \$13.75 an hour
- Housing and partial meals (session days) for Summer 2018 (Move-In and Move-Out dates TBA)

Employment Period:

- October 2017 - September 2018

Hours/Week:

- Average of 2 - 3 hours a week during academic year (Fall 2017, Spring 2018, Fall 2018). Hours may fluctuate weekly based on projects and needs of the office
- Up to 40 hours a week in Summer 2018

General Responsibilities:

- Meet regularly with and report to the New Student and Family Programs Coordinator
- Work closely with other SJSU professional staff (New Student and Family Programs, Academic Advising and Retention Services Professional Staff, and NODA Graduate Interns)
- Attend and participate in all Returning Orientation Leader meetings (Dates TBD)
- Attend and participate in all department and program trainings and meetings
- Work collaboratively with fellow Core Staff to plan and implement various staff major projects
- Be a role model to all new staff
- Provide general administrative and customer service support during office hours in academic year and Summer 2018 (i.e., answering and returning Frosh Orientation phone calls, answering questions in person in Student Involvement, etc.)
- Expected to work ALL Frosh Orientation Session days (Dates and specific duties TBD)
- Participate and support various campus events and initiatives as requested by New Student and Family Programs, the Division of Student Affairs, and wider SJSU campus departments (Spring 2018 Orientation, Admitted Spartan Day, Parent Family Weekend)
- Adhere to expectations outlined in SJSU New Student and Family Program “Orientation Leader: Student Staff Expectations” document
- Other duties as assigned

TEAM LEAD/RETURNING STAFF MAJOR PROJECTS:

Major projects vary in terms of time and resources needed. Some may take 10 hours and two staff members while others may take 40+ hours and need all staff on board. Collaboratively with Pro Staff, Returning and Team Lead Staff members will work together to ensure that all major projects are completed well and in a timely manner. The projects listed below are only examples and are subject to change depending on the needs of our program, office and professional staff. Projects will be collectively agreed upon and assigned at one of our first Core Staff meetings. If you express interest in serving as a Parent & Family Liaison or an Orientation Program Liaison this summer in your application, you will be notified if and when we offer you a role on Core Staff.

Parent & Family Liaison (1 Returner)

- Assist in Parent & Family Orientation sessions in Summer 2018 (i.e., student panel, etc.).
- Support Parent & Family Programs with other initiatives as needed throughout the academic year.
- This role would not have small groups during the summer and would solely focus on working with the parents/family members.

Orientation Program Liaison (1 Returner)

- Assist Professional Staff and NODA interns during the summer: set up resource fair, special interest, check in, solutions table, collect rosters, distribution of giveaways, etc.
- This role would not have small groups during the summer and would solely focus on working with professional staff on program logistics.

Material Prep (1 Returner)

- Work with Pro Staff to organize/lead material prep during Final Training and the summer.
- Help organize materials during Spring 2018

Returning Orientation Leader (2 - 3 Returners)

- There are a few Returning Orientation Leaders that won't specifically oversee any projects. We are offering this option for folks interested in returning and know they will have a busy Spring 2018 semester with academic or extracurricular activities.

OL Final Training (1 TL and 1 Returner)

- Review and assess Final Training needs
- Plan and implement 1-2 week Final Training (logistics, content, guest speakers, etc.).

Social Activities (2 Team Lead)

- Plan and implement various social activities: Banquet, Birthday Celebrations, Huddle Challenges, Secret Pal, Spirit Days
- Brainstorm ideas and other events for Orientation Leaders to participate in order to build community and strong interpersonal relationships

Filming/Video Editing/Photography/Social Media (1 Team Lead)

- Develop opening and closing videos to be shown at Frosh Orientation Kick-Off and Frosh Orientation Banquet (responsible for filming, editing, and obtaining final approval from fellow Core Staff and Professional Staff).
- Taking and collecting pictures of the orientation experience from beginning to end.
- Create and collect media content (photos, videos, and/or fliers) to be distributed on the New Student and Family Program Orientation website and other social media platforms.

OL Retreat (2 Team Lead)

- Plan and facilitate OL Retreat activities (both educational and for community building) in collaboration with fellow Team Lead/Returning Staff and Pro Staff

OL Recruitment and Selection (Everyone)

- Assist with Orientation Leader recruitment (i.e., marketing online, flyer distribution, preparing for selection process, leading OL Info Sessions, etc.) and selection process (i.e., group interview, individual interviews, etc.)

UNVS 199 – Orientation Leadership Studies (Everyone)

- Team Leads and Returning staff will be responsible for leading various in-class sessions and workshops.

I am incredibly excited that you decided to apply for either a Team Lead/Returning Staff member role on the 2017-18 Orientation Leader Team. If you have any questions regarding the Team Lead/Returning selection process, commitments, etc., please email Rigo Flores, New Student and Family Programs Coordinator, at rigoberto.flores@sjsu.edu.

Core Staff Important Dates and Upcoming Commitments Timeline

WHAT	DATE	TIME
Core Staff Applications Available	Friday, September 15, 2017	
Core Staff Applications DUE	Saturday, September 23, 2017	By 11:59 PM
Submit PDF/Screenshot of Fall 2017 Academic/Other Commitment Schedule	Saturday, September 23, 2017	By 11:59 PM
Core Staff Interviews: <i>(Specific Dates/Times are on the Online Application)</i>	Monday, September 25, 2017 - Wednesday, September 27, 2017	Between the hours of 9:00 AM - 4:30 PM
Core Staff Applicants Notified	Thursday, September 28, 2017	Between the hours of 9:00 AM - 4:30 PM
Accept or Decline Core Staff Offer	By Friday, September 29, 2017	Before 12:00 PM
First Core Staff Meeting (Core Staff referring to both Team Leads and Returners) (Meeting date/time will be around your availability)	Between Monday, October 2, 2017 - Tuesday, October 3, 2017	Between the hours of 9:00 AM - 4:30 PM
Office Hours Start <i>(to prepare for Info Sessions, group interviews, and 2nd round interviews)</i>	Wednesday, October 4, 2017	Between the hours of 9:00 AM - 4:30 PM
Host OL Info Session	Tuesday, October 10, 2017	11:30 AM - 12:30 PM
Host OL Info Session	Wednesday, October 11, 2017	4:00 PM - 5:00 PM
OL Group Interviews	Friday, October 20, 2017	9:00 AM - 6:00 PM
OL Individual Interviews	Tuesday, October 24 - Thursday, October 26	9:00 AM - 6:00 PM <i>(We'll all sit in on interviews according to our availability)</i>