STUDENT POSITION DESCRIPTION

Position Title:
Volunteer Orientation Leader

I. DEPARTMENT/OFFICE INFORMATION

a. Department/Office Name: Campus Life, Orientation Programs
b. Department/Office Location: Gold Student Center 200
c. Supervisor Name and Title: Alayna Session-Goins, Assistant Dean of Campus Life
d. Website: www.pitzer.edu/newstudentorientation
e. Department/Office Description
The New Student Orientation (NSO) program at Pitzer College integrates the core value of experiential learning through a series of on- and off-campus events. These experiences include the off-campus Orientation Adventure (OA) program as well as various on-campus programs related to adjusting to the academic and co-curricular life at the College. NSO aims to foster the development of meaningful relationships between new and returning students. Orientation Leaders (OLs) - formerly referred to as Orientation Adventure (OA) Leaders - play an integral role in the preparation, implementation, and success of the NSO program.
f. Date Job Description Last Updated: 3/25/2021

II. POSITION KEY DATES (DATES SUBJECT TO CHANGE)

a. Position Key Dates:
   ● July (Exact Date TBD) - OA Trip Meeting with OA Trip Co-Leaders & Coordinator via Zoom
   ● On-Campus Move-In: Saturday, August 14 & Sunday August 15
   ● Orientation Leader Training:
      ● Monday, August 16 – Friday, August 20

   ● NEW STUDENT ORIENTATION LEADERS (New First-Years and New Transfers)
      ● Student Move-in: Saturday, August 21
      ● OA Trip Preparations: Sunday, August 22
      ● OA Trips: Monday, August 23 – Tuesday, August 24, departing times vary
      ● Campus-Based Programming/Events: Thursday, August 26 – Saturday, August 28

   ● RETURNING STUDENT ORIENTATION LEADERS (Sophomores and Transfers who entered Pitzer in 2020-2021)
      ● Student Move-in: Sunday, August 22
      ● Campus-Based Programming/Events: Monday, August 23 – Wednesday, August 25
      ● OA Trip Preparations: Wednesday, August 25
      ● OA Trips: Thursday, August 26 – Friday, August 27; departing times vary
      ● Campus-Based Programming/Events: Sunday, August 29

III. POSITION ESSENTIAL FUNCTIONS AND QUALIFICATIONS

a. Position Overview
In this volunteer position, the Orientation Leaders play an active role supporting students in their transition to campus life, assisting with the implementation of the NSO program, and providing perspective on college life at Pitzer centered on the College’s core values. Orientation Leaders are paired together and assigned to a group of 10-14 first-year, sophomore, or transfer students. Orientation Leaders spend 2 days leading off-campus excursions in the greater Southern California
area known as Orientation Adventure (OA) trips. Throughout NSO, Orientation Leaders will lead their students through dialogues regarding the following topics: diversity, equity, and inclusion; sexual assault and dating violence; alcohol and substance use; and other topics related to adjusting to campus life.

b. Essential Functions

- Participate fully in the Orientation Leader training program in advance of the arrival of first-year, sophomore, and transfer students to Pitzer
- Assist with student move-in day according to your assigned group of first-year, sophomore, or transfer students
- Help the Orientation Staff set the vision for the OA trip activities and logistics
- Facilitate Orientation group meetings and tasks in advance of the OA trip departures
- Build relationships and provide support to Orientation group members
- As a team, use each Orientation Leader’s individual strengths and training to successfully execute an OA trip
- Facilitate a safe, welcoming, and enjoyable experience for students, including modeling appropriate public health and College protocols related to the COVID-19 pandemic
- Appropriately represent Pitzer and the Office of Student Affairs while providing a student perspective on college life
- Assist with OA trip wrap-up logistics including: reconciling trip finances, cleaning, and taking inventory of OA trip gear
- Help facilitate Orientation session debriefs for students about campus life and encouraging student feedback

c. Knowledge, Skills, and Abilities

- All Pitzer students who entered Pitzer in Spring 2020 or earlier and who are in good academic and student conduct standing.
- Ability to adapt to ever-changing public health and College protocols related to the COVID-19 pandemic
- Interested in working with students in transition and the new student experience.
- Well-acquainted with academic and cocurricular life
- Effective communication skills with peers
- Aspire to be a strong leader on behalf of Pitzer College
- Ability to abide by and uphold all Pitzer policies, protocols, and procedures
- Ability to provide support where appropriate, ask for guidance when needed, and connect to resources due to the difficult situations which may be presented throughout the course of the position
- Ability to carry out responsibilities to ensure that Pitzer complies with its legal obligations to prevent illegal discrimination and harassment. Orientation Leaders must report information promptly to Campus Life staff if they suspect that harassment or discrimination is taking place or has occurred. Training in these areas will be provided.

d. Learning Goals

- Support the needs of students in transition, the utilization of community resources, and the use of appropriate strategies of peer leadership. (Leadership)
- Facilitate dialogue across difference and commonality within assigned group of students (Oral/Written Communication; Global/Intercultural Fluency)
- Apply training to the trip experience, including emergency preparedness and community-building skills. (Critical Thinking/Problem Solving)
- Communicate effectively with Co-Leader(s), trip participants, and Campus Life staff. (Oral/Written Communication)
• Carry out program itineraries that demonstrate sensitivity to and understanding of individuals’ differences and unique needs; foster inclusive experiences for new students and leaders. (Global/Intercultural Fluency)

• Successfully work with and contribute to a team environment. (Teamwork/Collaboration)

• Support the goals of the New Student Orientation program through trip preparedness, follow-through, and accountability. (Professionalism/Work Ethic)

• Be able to transfer skills learned and used to future roles; through evaluation be able to understand areas of growth. (Career Management)

e. Physical Requirements

• Working Environment: Work is performed in both indoor and outdoor settings. Indoor settings have moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Outdoor settings have varying noise levels and temperature conditions depending on the trip, and no direct exposure to hazardous physical substances.

• Physical Requirements: This is generally an active position. Must be able to do the following including the items listed in the table below:
  • Have mobility for prolonged periods of time;
  • Apply elements of emergency preparedness training;
  • Communicate with others by email, in person, and over the telephone;
  • Read printed materials and a computer screen;
  • Assist with the set-up and teardown of event tables, signage and other materials;
  • Lift up to 15 pounds from the ground to waist level without assistance;
  • Reach out, over shoulder and overhead, grasp, pull, push, stoop, bend, and twist;
  • Have the stamina to work in a fast-paced work environment.

  • Key (based on typical week):
    N = Never  R = Rarely  O = Occasionally (1%-33% of time)  F = Frequently (34%-66% of time)  C = Constantly (66%+ of time)

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<th>ACTIVITY</th>
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<td>Lifting/Carrying</td>
<td>N R O F C</td>
<td>Pushing/Pulling</td>
<td>N R O F C</td>
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<td>Under 10 pounds</td>
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<td>Twisting/Turning</td>
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<td>Driving</td>
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<td>Sit</td>
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<td>Electric Cart (not street legal)</td>
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<td>Stand</td>
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<td>Vehicle, Automatic Transmission</td>
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<td>Walk: Normal Surfaces</td>
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<td>Vehicle, Standard Transmission</td>
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<td>Walk: Uneven Surfaces</td>
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<td>Walk: Slippery Surfaces</td>
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<td>Reach over shoulder</td>
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<td>Keyboard and/or Ten-Key</td>
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<td>Reach over head</td>
<td>x</td>
<td>Fingering (fine dexterity)</td>
<td>x</td>
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<td>Reach outward</td>
<td>x</td>
<td>Handling (grasping, holding)</td>
<td>x</td>
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<tr>
<td>Climb</td>
<td>x</td>
<td>Repetitive Motion: Hands</td>
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<td>Crawl</td>
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<td>Repetitive Motion: Feet</td>
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<td>Kneel</td>
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IV. GENERAL INFORMATION
a. **Performance Expectations:** Orientation Leaders are expected to comply with all requirements listed above, as well as with the provisions of Pitzer’s Code of Student Conduct, and may be removed from their voluntary position at any time for failure to do so.

b. **Essential Functions:** This position description defines the essential or fundamental duties of the volunteer position. It is assumed that volunteers appointed for this position can perform the essential functions of this role without imposing risk of substantial harm to the health or safety of themselves or others. It may also include marginal functions, generally defined within Title I of the Americans with Disabilities Act. This position description has been designed to indicate the general nature and level of work performed by volunteers within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of volunteers assigned to this position. When duties and responsibilities change and develop, Pitzer College will review this position description and make changes of business necessity.

c. **Classifications**

- **FLSA Exemption Status:** Non-Exempt
- **CSA (Campus Security Authority) Reporter:** Employees responsible for reporting crimes that are disclosed to them, so that crime statistics reporting is as accurate as possible - **Yes**
- **FERPA (Federal Educational Rights and Privacy Act):** Employees with access to student records and information must adhere to the privacy protection requirements under FERPA, which restricts what student information may be disclosed and to whom - **Yes**