MERRILL COLLEGE
Orientation Leader Job Description 2016-2017

Merrill College values its diverse and multicultural community, and is committed to nurturing global consciousness. Merrill College is committed to fostering a safe and healthy environment where a diverse population of individuals can live, learn, work, and grow. The Merrill Programs and Leadership team includes Orientation Leaders (OLs), Programs Assistants (PAs), the Assistant College Programs Coordinator (ACPC), the College Programs Coordinator (CPC), and the College Administrative Officer (CAO), and in addition works closely with Residential Life. OLs work under the general supervision of the College Programs Coordinator (CPC).

OLs are student leaders who are committed, invested, and active members of the community. OLs have a familiarity with and enthusiasm for Merrill College. They have strong interpersonal communication skills with people from diverse backgrounds and experiences, are comfortable with public speaking, and have an ability to lead and mentor new students as well as orient them to the college and campus. OLs should have at least one year in residence at Merrill. They should have knowledge of events sponsored by Merrill College and the ability to assist in program implementation. It is important to model positive attitudes and behaviors. To be effective in the role of OL as a role model all OLs must be in good academic and judicial standing.

ACADEMIC AND JUDICIAL REQUIREMENTS

• Must be a registered UCSC student throughout the 2016-2017 academic year.
• Must be in good academic standing making reasonable progress toward a degree objective. Must maintain a cumulative GPA of at least 2.50 and attain at least a 2.50 GPA each quarter. These requirements must be met at the time of application, as well as throughout the term of appointment.
• Must be in good conduct/judicial standing and remain so throughout the academic year.

OTHER REQUIREMENTS AND QUALIFICATIONS

• Must be willing to commit to all responsibilities and functions of the position for the academic year.
• Must be able to attend staff training.
• Possess assertive leadership skills and ability to exercise good judgment.
• Possess effective communication skills
• Ability to work well in a team.
• Must be easily approachable, friendly, open, able to establish rapport with students.
• Must be able to complete training with sufficient proficiency to perform all job related duties.
• Must be able to model community standards.

TRAINING & DUTIES

✓ OLs living on-campus are expected to move-in on September 8th.
✓ Training & Welcome Week planning will run from September 9-18
✓ *OLs are expected to fully participate from September 8-22

Failure to attend training sessions and meetings and/or unexcused absences may result in termination.

Welcome Week-
✓ OLs will assist with opening day and orientation week events.
✓ OLs mentor new first year and transfer students during orientation, and refer students to appropriate resources during the orientation program.

Winter Welcome
✓ OLs may be called to participate in hosting a mixer for newly admitted students
ROLE MODELING AND POLICY COMPLIANCE

- One of the most critical duties an OL performs is serving as a role model to other students. The OL is a public figure and his/her image has much to do with the integrity of the individual, respect of his/her constituents, strength of the organization, and morale of the staff.
- For this reason, OLs are required to adhere to all federal, state and local laws and the policies of the University of California, Santa Cruz as outlined in the Student Policies and Regulations Handbook which can be found at http://www2.ucsc.edu/judicial, the Merrill College Handbook, the university housing contract, as well as the campus Standards of Community.
- OLs must abide by all university policies. Violations of laws and policies described above may be grounds for immediate dismissal and/or student judicial action.

SAFETY AND SECURITY

In conjunction with other college staff, OLs are responsible for maintaining a safe and secure environment.
- OLs will notify the CPC, ACPC, CSO or Campus Police of any suspicious or unfamiliar persons at sponsored events.
- OLs will report any tampering with or damage to emergency equipment (fire extinguishers, alarms, fire doors, emergency lights, etc.).

WELCOME WEEK PROGRAMS AND EVENTS

*OLs are required to participate in orientation programs including (but not limited to):

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<thead>
<tr>
<th>Move-In</th>
<th>Slug Life 101</th>
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<tr>
<td>Merrill the Musical</td>
<td>Movie on the Wall</td>
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<td>Moat Jam</td>
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As leaders and representatives of the college, OLs remain active student volunteers throughout the academic year and may be asked to help with annual college-wide programs, including:

| Family Day (Winter quarter) | College Nights (2 per quarter) |
| Alumni Day (Spring quarter) | Halloween Dance (Fall quarter) |
| Moat Day (Spring quarter)   | Glitterball (Spring quarter)   |

SUPERVISION

OLs are directly supervised by the College Programs Coordinator (CPC) and will also work in liaison with other college staff members.

COMPENSATION

Orientation Leaders are student volunteers. While hourly pay is not relevant, board will be provided for the duration of fall training and orientation period (Students without a meal plan will be compensated meals. Students with a 5 or 7 day meal plan with have theirs activated early. Students with a 55 meal plan will be compensated additional meals.) OLs will also be compensated with: • Ticket to the UCSC Boardwalk Frolic • Merrill OL t-shirt • Leadership skill development, diversity training, safety and facility orientation • Early move-in for on-campus residents for Fall 2015 • New friends, fun, and excitement! Special Note: More specific details of job responsibilities will be covered during training sessions. If you have questions or a need for clarification, please contact the College Programs Coordinator.