

## 2024 ORIENTATION STAFF SELECTION PROCESS

The selection process for Orientation Staff begins with the submission of an online application, your cumulative unofficial UCSB transcripts, and your winter quarter schedule no later than **12:00 noon on Friday, February 2, 2023**.

**All applicants planning to continue through the selection process MUST be available for interviews or meetings on the following dates and times:**

Initial Personal Interviews (in-person and virtual options) <i>One 30-minute interview; no preparation is necessary</i>	Wednesday, February 7 – Wednesday, February 14
Student Viewpoint Panel (SRB Multipurpose Room) <i>One hour panel interview; small group preparation required (included in the interview time)</i>	Tuesday, February 20, Wednesday, February 21 <b>OR</b> Thursday, February 22
Group Meeting & Final Lead Team Interview (SRB Multipurpose Room) <i>One evening only; no preparation is necessary</i>	Tuesday, February 27, 5:30-8:30pm <b>OR</b> Wednesday, February 28, 5:30-8:30pm
Final Staff Selection Announced	Monday, March 4

### OVERVIEW OF ORIENTATION STAFF INTERVIEWS

- **Online Application:** Submit your application, your cumulative unofficial UCSB transcripts from GOLD and your winter quarter schedule by **noon on Friday, February 2**.
- **Initial Interview:** After a screening of applications, an email will be sent on **Tuesday, February 6 by noon** indicating if you are being offered an initial interview. You will need to ***immediately*** schedule an Initial Interview if you are selected (instructions will be provided in the email). Initial Interviews will take place Wednesday, February 7 – Wednesday, February 14.
- **Student Viewpoint Panel:** Email notifications will be sent on **Friday, February 16 by noon** indicating which applicants will participate in Student Viewpoint Panel Interviews. Upon receipt, please ***immediately*** schedule a Student Viewpoint Panel interview if you are selected (instructions will be provided in the email). Based on your schedule, you will select one hour during one of these two interview days to participate on a panel with three other candidates. Student Viewpoint Panel interviews will take place on Tuesday, February 20, Wednesday, February 21 and Thursday, February 22.
- On **Friday, February 23 by noon**, email notifications will be sent indicating which applicants will continue for the remainder of the process. Upon receipt, please ***immediately*** schedule the following interview/meeting:
  1. **Group Meeting & Final Lead Team Interview:** Tuesday, February 27 **or** Wednesday, February 28, from 5:30-8:30pm. You will participate in one of the two nights. You will work in small groups with 5-6 other applicants.
- **Final Selection:** Email notifications will be sent by **Monday, March 4** indicating whether or not you have been offered a position on the 2024 Orientation Staff. Orientation will need notification of your acceptance of our offer no later than Thursday, March 7 at 5pm.

## 2024 ORIENTATION SPRING TRAINING & SUMMER CALENDAR

Orientation staff is a part-time job (8-15 hours per week) in spring and a full-time job averaging 40+ hours per week in summer. The summer work week is Monday to Friday, including a required staff meeting on Wednesdays.

Orientation must be your primary commitment after classes in the spring, and your primary commitment in the summer. **Please note that due to the time commitment of this position, it is not possible to take Summer Sessions A, C, D, or E courses as they overlap with the majority of the Orientation program. You will need to receive permission from an Orientation Director to take a summer session B or F course that coincides with your Orientation work.**

Orientation staff are not able to be employed at any other campus department from Final Training through the summer program.

Those selected for Orientation Staff **MUST** be available to train or work on the following dates and times:

First Staff Meeting	5:30-8:00pm	Wednesday	March 13
Spring Quarter Staff Meetings*	3:30-5:00pm	Every Mon, Wed, and Fri	April 1 – June 7 (see below)
Weekend Staff Retreats*	9:00am-4:30pm 9:00am-4:30pm	Saturday & Sunday Saturday	April 6 – 7 May 4
Final Training	8:00am-5:00pm	Monday – Friday Monday – Tuesday	June 17 – 21 (Wed Holiday) June 24 – 25
Summer**	40 hours/week	Mondays – Fridays	June 27 – August 16
First Summer Staff Meeting	10:00am-1:00pm	Saturday	June 29
Summer (extra work days)	8:00am-5:00pm	Wednesdays	TBA
Final Banquet	6:00-9:00pm	Friday	August 16

**\*IMPORTANT:** Spring Quarter staff training takes place **every Monday and Wednesday afternoon, 3:30-5:00pm (in the Student Resource Building) and is mandatory**. Additionally, committee meetings will be on **Fridays from 3:00-5:00pm (from April 1 – June 7) and are also mandatory**. If you expect to be a staff member, do not register for spring classes or make other commitments during these times. The retreats planned for Spring Quarter are mandatory as well. Please check your calendar for conflicts before applying for a position with Orientation Staff.

\*\*The June 17-August 16 work schedule is demanding and does not conform to the routine 8am-5pm workday. We require that you place the Orientation position as your first priority during summer and plan other activities around it.

### APPROXIMATE TASKS & WEEKLY HOURS for SPRING TRAINING

Below is an approximate breakdown of the number of hours worked and the general tasks completed each week during spring quarter. **These are only approximations.** A more detailed agenda will be provided each week at the Spring Training Staff Meetings.

Week	Approximate Tasks	Hours/Week (approximate)
1	Staff meetings (Mon & Wed), attend Staff Retreat	8-15
2-3	Staff meetings, committee meeting, feedback meeting, homework	8-15
4	Staff meetings, committee meeting, homework, practice Academic Advising I presentation	8-12
5	Staff meetings, committee meeting, homework, give Academic Advising I presentation	10-15
6-8	Staff meetings, committee meeting, homework, practice and give Academic Advising II & III presentations, practice and give Campus Tour	8-12
9 -10	Staff meetings, committee meeting, homework, complete committee assignments, organize Spring Training materials in preparation for summer	6-10

If you have any questions, please call **805-893-3443** or refer to our website for more information:  
<https://orientation.sa.ucsb.edu/resources-info/orientation-staff--student-employment>