

RACHEL CARSON COLLEGE | ORIENTATION LEADER (OL)  
JOB DESCRIPTION 2017

## **SUMMARY**

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Orientation Leaders (OLs) are a group of volunteer student leaders who support Rachel Carson College during Welcome Week and throughout the fall quarter. OLs work cooperatively with the Student Life Staff (Programs & Residential Life) to ensure a successful fall quarter for all incoming students. OLs will plan engaging programs, serve as a resource, and help orient new students to life at UCSC and Rachel Carson College. Serving as an OL is an exciting and rewarding student leadership opportunity, available for all current Rachel Carson affiliates.

## **RESPONSIBILITIES**

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- Program Planning
  - OLs will be responsible for planning and supporting a variety of programs during Welcome Week including but not limited to: Quad Connections, UCSC & Santa Cruz tours, New Student Welcome, Movie Nights, etc.
  - OLs will continue to support the Student Life teams programming throughout the fall quarter, in collaboration with Program Assistants and Resident Assistants, including but not limited to: Fridays at 8, Spirit Week, multicultural, social, wellness, and academic programming.
- Community Development
  - OLs will actively engage with incoming students to welcome them on campus and supporting their transition to college life
  - Uphold and role model UCSC's Principles of Community and the Rachel Carson Student Life mission
- Marketing
  - OLs will create and distribute outreach materials for events and programs through flyer creation, poster making, door knocking, etc.
  - OLs will support social media campaigns during the fall quarter to ensure new students get connected
- Rachel Carson Student Life Support & Administrative Tasks
  - OLs will work the 2017 Rachel Carson College Commencement Ceremony
  - OLs will work during Move-in Weekend
  - OLs will maintain regular communication with the programs staff and regularly check UCSC email
  - OLs will properly complete and submit required forms relating to program planning

## **QUALIFICATIONS**

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- Current and continuing Rachel Carson affiliate or resident in good academic and judicial standing
- Energetic, enthusiastic, and knowledgeable about UCSC and Rachel Carson College
- On-campus living experience preferred, but not required

## **IMPORTANT DATES**

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- Applications Due – Sunday, April 9, 11:59pm
- Group Interview – Tuesday, April 11, 7-9 OR Wednesday, April 12, 7-9
- Selection Dates – Offers go out April 21, Accept or Decline by April 28, 12 noon
- Spring Training – Dates TBD
- RCC 2017 Commencement – June 17, 8am-4pm
- OL Summer Training – September 17-22
- RCC Move-in – September 23-24

## **BENEFITS**

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- 1 point for Housing Priority for next year's Housing Selection Process (Housing Guarantees only)
- Baytree Bookstore Gift Certificate
- UCSC Boardwalk Frolic Ticket
- RCC T-shirt
- Early move-in (if you live in RCC Residence Halls or Apartments)
- Meals during OL Training and Welcome Week
- Leadership & Programming Training

## **QUESTIONS?**

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For more information, please contact:

Emily Davis

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<http://rachelcarson.ucsc.edu/activities/leadership-opportunities/orientation-leader/index.html>