

## JOB DESCRIPTION

### UCLA New Student Orientation Counselor

- I. Act as a trained listener to help students clarify educational goals and objectives, personal concerns, and alternative solutions to possible dilemmas.
- II. Assess student readiness to pursue certain academic directions and particular courses.
- III. Familiarize students with academic requirements, college rules and regulations, scholarship requirements and degree requirements.
- IV. Suggest courses and class sequences to balance academic loads according to skills to enhance learning.
- V. Counsel students about classes and majors including prerequisite and/or preparation requirements, course/major content, and performance expectations.
- VI. Advise students on graduate and professional schools goals; discuss the idea of a liberal arts education and how the degree and post-graduate plans can be met within realistic student expectations.
- VII. Introduce and instruct students on various online resources, including registration and enrollment, degree information, and on-campus resources.
- VIII. Describe the classroom experience for a UCLA student (e.g., the professor's role, lecture and discussion section activities, etc.).
- IX. Share methods of maintaining motivation and interest necessary for achievement and for resolving potential conflicts between course requirements and other aspects of the student experience that consume time and energy.
- X. Discuss the need to balance academic demands with social and recreational interests, personal responsibilities, and family obligations.
- XI. Describe opportunities for service and personal involvement within the campus community, and how to use student services on campus.
- XII. Plan and present workshops to address new students' needs and interests (e.g., understanding the quarter system, etc.).
- XIII. Discuss potential course loads and study demands within the context of other responsibilities, obligations, and extracurricular interests.
- XIV. Increase student confidence and help them overcome possible feelings of doubt.
- XV. Describe pressures and sources of anxieties in the college experience and discuss personal experiences in resolving those conflicts (e.g., parental pressures, performance anxiety, career and major indecision, etc.).
- XVI. Act as a responsible member of the program; express opinions for improvements as appropriate and follow through with the administration's goals and programmatic decisions. Work professionally and responsibly as part of a team as well as on individual projects.
- XVII. Act as an ambassador for the University and answer inquiries at yield events such as UCLA Bruin Day.
- XVIII. When available, assist in transition programs such as True Bruin Welcome Week, Orientation Part 2 and Bruin Next Steps (Fall and Winter quarter events)
- XIX. Conduct tours of the campus.

## ADMINISTRATIVE ASPECTS OF THE ORIENTATION COUNSELOR POSITION

- This is a live-in position in the residence halls from June 18 – August 30, 2011.
- During the program, there are both day and evening responsibilities.
- Each counselor will abide by professional and ethical standards established by the administrators of New Student & Transition Programs, including no dating or sexual involvement with New Student Orientation participants, no use of alcohol in the presence of participants or while on duty, no use of illegal drugs at any time while holding the position, etc.
- The counselors will be expected to both exemplify and reinforce residence hall codes of conduct (including residence hall standards regarding the use of alcohol).
- Full participation in training (spring and summer) is expected, including preparation, consultation, observation by supervisors, home study, and attendance at all meetings.

## DATES & COMMITMENTS

- Applications Due: Friday, January 21<sup>st</sup> – 4 p.m.
- Interview selection: If you are selected to interview for a position, you will receive an email notification on Wednesday, January 26<sup>th</sup> after 12:00 p.m.
- Interview Process: January 30<sup>th</sup> - February 18<sup>th</sup>
- Notification letters available: Monday, March 7<sup>th</sup> at A316 Murphy Hall  
(Please respond to any offers by March 9<sup>th</sup>)
- First Orientation Staff Meeting: Friday, March 11<sup>th</sup>, 4:30 - 6:00 pm
- Spring Training (in class): March 29<sup>th</sup> – June 2<sup>nd</sup>  
Tuesdays & Thursdays, 4 - 6:30 p.m.  
(Training is mandatory for all staff and additional hours are required for assignments)
  
- *Phone Calling Project:* Completed throughout Spring Quarter  
(at least 21 hours total)
  
- Staff retreat: June 16<sup>th</sup> – June 18<sup>th</sup>

## APPLICATION REQUIREMENTS:

1. AT THE TIME OF APPLICATION (Winter 2011), it is preferred that you have:
  - Sophomore standing (45 units - not including AP work) or higher
  - One year of college experience (after high school) and at least one quarter completed at UCLA
  - Good academic standing at UCLA (no probation or STD) and be currently enrolled at UCLA
  - A preferred cumulative GPA of 2.50 or higher
2. You must be able to complete all commitments to Spring Quarter training, training week, retreat and all sessions during the summer (see the dates above and the summer calendar).
3. You must be able to live in the program's designated residence hall from June 18<sup>th</sup> – August 30<sup>th</sup>, 2011.
4. You must be willing to work long, irregular hours (including weekends and evenings).

## SALARY

Your salary will cover Spring Training (part-time) and summer counseling (full-time). The approximate salary will be \$4,200 (gross - before taxes) plus room and board. This position requires a firm commitment, involves a great deal of responsibility, and is ***very time consuming***.

## APPLICATION PROCESS

- Applications are due **NO LATER THAN 4 P.M.** on Friday, January 21<sup>st</sup>, 2011. Return completed applications to the New Student & Transition Programs office, 201 Covell Commons. When submitting your application, please keep the job description for your reference.
- Before being invited for an interview, applicants will be screened based on the information contained in the applications.
- On Wednesday, January 26<sup>th</sup> after 1:00 pm, candidates selected for interviews will be contacted via email. If you are selected for an interview, please come to 201 Covell Commons or call (310) 206-6685 before **5:00 p.m., Friday, January 28<sup>th</sup>** to schedule an interview.
- Interviews will take place January 30<sup>th</sup> - February 18<sup>th</sup>. Final notification letters will be available on Monday, March 7<sup>th</sup>. Notification letters will be available for pick-up in the College of Letters & Science reception area, A-316 Murphy Hall, after 12:00 pm.
- All those selected for the position **must attend a New Student Orientation staff meeting on Friday, March 11<sup>th</sup>, 4:30 - 6:00 p.m.**, 3rd floor, Covell Commons. If you have not picked up your notification letter by March 9<sup>th</sup>, please come to the New Student & Transition Programs office. In no case will job notification be done over the phone.

**When submitting your application, please keep this job description for your reference.**



## 2011 UCLA New Student Orientation Counselor APPLICATION

Please fill out the requested fields below. Once you have completed the application, please print the application **only and** turn it in to the New Student & Transition Programs. *No electronic forms will be accepted.*

GENERAL INFORMATION		
Student ID Number:		
Last Name:	First Name:	MI:
Local Address:	City/State:	Zip:
Phone Number: (       )	E-mail:	
Units completed through 12/10:	Expected date of graduation:	
Number of units completed at UCLA by June 2011:	Class standing:	
Cumulative GPA (approximate):		
Major (or "undeclared"):		
Minor or specialization (if applicable):		
Major GPA (approximate):	Number of classes in your major (if applicable):	
Are you a transfer student?	Yes	No
LIVING ENVIRONMENTS		
Please check any living experiences you have had while at UCLA:		
On-campus housing	Fraternity/sorority	
Co-op	Apartment	
Living at home	Other	
	Specify:	
COUNSELING/TUTORING EXPERIENCE		
Please check any counseling and/or tutoring positions you have held:		
<u>Counseling Experience</u>	<u>Tutorial Experience</u>	
ASK	AAP	
FSP/TSP Peer	Athletic Department	
AAP Peer	College Tutorials	
Resident Assistant	Other	
Assistant Resident Director	Specify:	
Other		
Specify:		
ADDITIONAL INFORMATION		
Are you bilingual?	Yes	No
If so, in what language?	Gender:	
Ethnicity: (optional)		
Have you applied for an orientation position before?	Yes	No
If so, which position?	What year(s)?	

## REFERENCE

Please provide a reference from someone professional (work) or academic contact (e.g., professor, TA) who can comment on your potential as an Orientation Counselor. *Please contact your reference before putting his/her name down here.*

Name:

Department/Company:

Address:

Phone Number:

e-mail:

## EXTRA CURRICULAR ACTIVITIES

In the space provided below, please include any extracurricular activities and/or work experiences which you feel are relevant to this position. Describe your job title/position, type of activity/work, the name of the organization/company, and the dates of service. You may attach a resume instead if you prefer.

Employer/Organization:

Position:

Dates of Involvement:

Description of duties:

Employer/Organization:

Position:

Dates of Involvement:

Description of duties:

Employer/Organization:

Position:

Dates of Involvement:

Description of duties:

Employer/Organization:

Position:

Dates of Involvement:

Description of duties:

## BACKGROUND CHECK

**Required Information:** Please check the appropriate box for each question.

Positions designated as “critical” require fingerprinting to conduct a criminal background check. The fingerprints will be used to obtain records of any criminal history you may have. A conviction will not necessarily disqualify you from consideration for employment. UCLA may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position for which you have applied. **A conviction is any plea of guilty or nolo contendere (no contest) or a verdict of guilty.**

Continued employment is contingent upon completion of satisfactory background investigation.

1. Have you ever been convicted of a felony or misdemeanor offense by any court in California? You may omit:
  - a. Traffic violations for which the fine imposed was \$300.00 or less;
  - b. Any conviction specified in the Health & Safety code section 11361.5 which pertains to various marijuana offenses;
  - c. Any conviction that has been sealed, expunged or legally eradicated;
  - d. Any offense which was finally settled in juvenile court or referred to the youth authority;
  - e. Any misdemeanor conviction for which probation has been successfully completed or otherwise discharged **AND** the case has been judicially dismissed pursuant to Penal Code section 1203.4. To qualify for omission under Penal Code section 1203.4, an individual must have taken an affirmative action to file a petition with a court to have the conviction set aside and been successful in that action.

Yes                      No
2. Have you ever been convicted of a felony or misdemeanor offense in another State? (Criminal convictions in another State may be considered in the evaluation of your application.)

Yes                      No
3. Have you ever been convicted of a federal crime, as defined in 42 USC 1320a-7(i) or been excluded from participating in any federal or state healthcare program?

Yes                      No
4. Are you 18 years or older? If your answer is “yes”, go to question 6.

Yes                      No
5. If you are under 18, you must have a high school degree or a GED certificate, or have a valid work permit in order to be employed by the University. Do you meet this requirement?

Yes                      No
6. Upon hire, will you be able to provide proof of eligibility to work in the U.S. as specified in the Immigration Reform and Control Act of 1986?

Yes                      No

## ESSAY QUESTIONS

Please answer the questions below. Your responses will help determine whether or not you receive an interview. If you are asked to an interview, your responses will be discussed. Do NOT exceed 4 typed pages (double-spaced) total. There is no minimum or maximum length for each question, nor is there a “correct” answer.

1. What 3 characteristics do you believe students are looking for in a New Student Orientation Counselor? Which one of these characteristics (if any) do you think you embody the most and why?
2. Describe a stressful situation and how you dealt with it. What did you learn?
3. Imagine you are counseling an international student during New Student Orientation. What are some possible concerns the student may have?

## PLEASE REMEMBER TO

- Make sure to complete every section of the application
- Make a **copy** of your completed application for your records
- Deliver your application to 201 Covell Commons before 4 p.m., Friday, January 21<sup>st</sup>, 2011
- **PLEASE NOTE:** This is the application for the **New Student Orientation Counselor** position only; this is **not** the Orientation Assistant application. Please read this job description thoroughly before submitting this application.

## SIGNATURE

I have read the online job description for New Student Orientation Counselor, including the time commitment, training schedules, summer calendar and salary information. I certify that all statements on this form are true and complete to the best of my knowledge and belief. If employed, I understand that any false or incomplete information I have given may be considered cause for termination.

Please print your application *first* and sign below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**In order fully consider your application relative to the area of counseling to which you would be best suited (e.g., Humanities majors, Life Science majors, etc.), it will be necessary for the interview and selection committee to review your DPR. Please initial here if you authorize UCLA New Student & Transition Programs to print your DPR for this purpose. \_\_\_\_\_**