

2009-2010 Student Orientation Staff (SOS)
Office of Student Development: Residential Living
Residential & Student Service Programs - University of California, Berkeley

**Looking for a way to make a difference in the lives of students new to Cal?
Looking for a quality leadership opportunity in the residence halls?
If so, apply to become an SOS volunteer!**

Members of SOS collaborate with residence hall staff to help develop a full range of orientation programs for new students during the opening of the residence halls and Welcome Week 2009.

The SOS position offers many benefits:

- opportunity to assist hall staff in providing transitional support and building community in the residence halls
- develop leadership abilities while meeting new people
- arrive early to campus and are able to move into the residence halls prior to opening day
- get to know hall staff, Residence Hall Assembly, health workers, and other residential living staff
- receive meals in the Dining Commons prior to the halls opening
- receive a great t-shirt!

SOS must be available from Wednesday, August 19, 2009 – Tuesday, August 25, 2009 (as well as assisting with limited programs and activities through Sunday, August 30, 2009).

To apply, please submit the enclosed application by
5:00PM, Friday, May 15, 2009 to:
James Carroll, Assistant Director - Residential Living
2610 Channing Way, MC #2272
Berkeley, CA 94720

During the week of May 18th you may be contacted to discuss your interest and the skills/experiences you bring to the position.
All SOS decisions will be made by Tuesday, May 26, 2009.

Thank you for your interest! If you have questions regarding Student Orientation Staff please feel free to contact James Carroll at jcarroll@berkeley.edu.

STUDENT STAFF ORIENTATION (SOS) APPLICATION 2009-2010

***RETURN COMPLETED APPLICATION NO LATER THAN FRIDAY, MAY 15, 2009 BY 5PM TO
JAMES CARROLL, ASSISTANT DIRECTOR – RESIDENTIAL LIVING, 2610 CHANNING WAY
(RESIDENTIAL & STUDENT SERVICE PROGRAMS BUILDING).***

I. ESSAY OF INTENT

Please attach an essay of intent. The essay of intent should not exceed more than 1 page typed with no less than 0.5 margins and no less than 10 point font. Essay question: *Why do you want to be a Student Orientation Staff volunteer and how can you contribute to the transitional experience of new students?*

II. PERSONAL INFORMATION

LAST: _____	FIRST: _____	MIDDLE: _____
STUDENT ID#: _____	EMAIL ADDRESS: _____	
PHONE: (_____) _____	ALTERNATE PHONE: (_____) _____	
SUMMER 2009 ADDRESS: _____ _____	FALL 2009 ADDRESS: _____ _____	

III. RESIDENCE HALL/COMMUNITY LIVING EXPERIENCE

YEAR:	HALL / LIVING UNIT (& INSTITUTION):	NAME OF RA / MANAGER:
_____	_____	_____
_____	_____	_____
_____	_____	_____

IV. REFERENCE INFORMATION

NAME: _____	RELATIONSHIP TO YOU: _____
POSITION: _____	E-MAIL: _____
ADDRESS: _____	PHONE: (_____) _____

PLEASE READ CAREFULLY: *I certify that the information I have provided through the application is valid. I have made every effort to accurately represent myself as a candidate for the Student Orientation Staff position at the University of California, Berkeley.*

SIGNATURE: _____ DATE: _____

**UNIVERSITY OF CALIFORNIA, BERKELEY
RESIDENTIAL AND STUDENT SERVICE PROGRAMS
OFFICE OF STUDENT DEVELOPEMNT: RESIDENTIAL LIVING**

STUDENT OFIENTATION STAFF (SOS)

Under the general direction of the Resident Director and Residential Living Staff, Student Orientation Staff members are responsible for working with the residential staff in the development and implementation of all aspects of new resident orientation and transitional support throughout the year.

Conditions of Employment

1. Applicants must have lived in the residence halls for at least one semester.
2. The general time commitment for the SOS position includes Wednesday, August 19, 2009 – Tuesday, August 25, 2009 (and some limited activities through Sunday, August 30, 2009).
3. During the critical period of hall preparation and Welcome Week, you should be free of both academic and non-academic conflicts that have serious constraints on your time. The SOS staff will be committed from Wednesday, August 19, 2009 until classes begin (Wednesday, August 26, 2009). A significant amount of time will be working during the opening days (Saturday, August 22, 2009 & Sunday, August 23, 2009).
4. Other time commitments that may occur throughout the semester will include but are not limited to, acting as an Overnight Host, and various programming responsibilities. SOS are encouraged to remain involved in the residence halls throughout the year.
5. Students selected as SOS will be expected to move into the residence halls on Wednesday, August 19, 2009 between 9am-4pm and will be provided meals in the Dining Commons prior to the opening of the residence halls.
6. All students selected as SOS are expected to follow all residence hall and university policies prior to and during participation of the program. Any violation of policy will result in immediate removal from the program, with moving out of the halls or being charged a per day rate for housing prior to official residence hall opening.
7. SOS will begin work with a training session at 5pm on Wednesday, August 19, 2009 and will receive their work assignments for the remainder of the program at that time.

Percent of Time	Duties
25 %	<p>A. TRAINING AND PROGRAM DEVELOPMENT</p> <p>A-1 Assist with and finalize all details for planning of Welcome Week (e.g. brochure and calendar development, booking of entertainment, printing, posters, publicity, etc.)</p> <p>A-2 Participate fully in training for your SOS roles and planning sessions of Welcome Week and Hall opening activities.</p> <p>A-3 Working in conjunction with Hall staff to plan a strategic set of programs designed to facilitate smooth transition for students.</p>
25%	<p>B. PROGRAMMING</p> <p>B-1 Assist in the facilitation of a minimum of TWO activities for Fall Welcome Week.</p> <p>B-2 Assist with implementation and staffing of large-scale system-wide orientation events (e.g. Calpalaloza RHA's Dance & Casino Night, etc.).</p>
20%	<p>C. COMMUNITY DEVELOPMENT</p> <p>C-1 Assist with Hall opening preparation and decorations for Fall Welcome Week.</p> <p>C-2 Assist with all check-in processes, and functions during Opening Day(s). This may include but is not limited to: staffing check-in stations, greeting new students, setting up for opening day programs, making posters and assisting hall staff.</p> <p>C-3 Assist with the development of positive communities and facilitation of residents interactions by hosting and supporting social, interactive activities.</p> <p>C-4 Serve as a resource for academic and University services, policies and procedures.</p>
30%	<p>D. OTHER RELATED DUTIES</p> <p>D-1 Serving as Overnight Host as is necessary for successful fulfillment of Overnight Host Program goals.</p> <p>D-2 Other duties as assigned by the Resident Director or Residential Living staff.</p>

Successful candidates will possess the following skills and interests: 1) familiarity with the University and residential living; 2) ability to communicate effectively; 3) willingness to share experiences with incoming and returning students; 4) commitment, desire, and willingness to build and facilitate programs; 5) demonstrate ability to work with diverse populations and facilitate positive interactions among a wide variety of individuals; 6) demonstrate ability to work in a team setting. 7) ability to serve as a positive role model for new students.