

2024 Student Orientation Staff

The Student Orientation Staff (SOSers) are student leaders who support programs for incoming students within Student Orientation Programs (SOP). SOSers report to the Coordinator of Orientation Programs, and their primary goal is to facilitate a smooth transition to the University of Oregon for new students and their families. The SOSer position is a unique leadership opportunity for students to meaningfully contribute to the new student experience and learning before they begin at the UO.

SOSers serve as a resource, facilitators, and official hosts of the UO during IntroDUCKtion – a two-day orientation program required for all incoming undergraduate students. SOSers also support Week of Welcome, our fall transition program. During these programs, SOSers create a welcoming, engaging atmosphere through connecting students to resources, small group facilitation, and supporting activities designed to answer students' questions and get them plugged into the UO community.

SOSers will need to be in Eugene and available to report to work in person for the duration of training, IntroDUCKtion, and Week of Welcome from February through September.

Applications can be found at orientation.uoregon.edu/jobs and are due by 8:00 a.m. PST on Wednesday, January 10. For questions, please reach out to us at uointro@uoregon.edu.

Eligibility and Requirements

- Availability for the duration of the role from February 2024 through September 2024.
 - SOSers may be required to work flexible hours, including evenings and weekends.
- Must be current undergraduate students and maintain enrollment of a minimum of eight credits through the Spring 2024 term.
- Students are strongly discouraged from taking courses during Summer 2024 due to the time commitment and nature of the role.
 - Per student employee policies through UO Human Resources, students who are taking courses will not be eligible to work full time and may not be eligible to be an SOSer.
- Must maintain good academic standing.
 - Students placed on Academic Warning will need to meet with their direct supervisor to develop an improvement plan and will be placed on probation.
 - Students placed on Academic Probation may not be eligible to continue.
- Have and maintain good conduct with no outstanding judicial sanctions.
- Must abide by state and university policies, contract, and student staff policy manual.
- Staff serve as at-will employees and may be dismissed without notice or cause.

Remuneration

- SOSers receive a stipend of \$425 upon successful completion of training.
- The rate of pay for summer is \$16.19 per hour.
- SOSers receive partial meals during IntroDUCKtion.
- *Housing is not provided. However, SOP staff can provide housing resources and connections to assist in finding housing for the orientation season.*

Student Orientation Programs

220 Unthank Hall
5263 University of Oregon, Eugene, OR 97403-5263
541-346-1159 | orientation.uoregon.edu

Responsibilities:

- Actively participate in all trainings, including but not limited to, Huddle training, an overnight staff retreat, team meetings, and one-on-one meetings.
- Contribute to the preparation for and execution of in-person programming, including IntroDUCKtion and Week of Welcome.
- Lead new students through orientation and transition programming, which includes small group facilitation and event/presentation facilitation.
- Communicate with incoming students through various online platforms, including Mongoose texting and grading in new student Community courses.
- Complete other duties as assigned.

Required Dates

- SOSer Welcome Breakfast: Saturday, February 17, 9:00 – 11:30 AM
- Huddle training sessions:
 - Winter term (Week 8 – 10)
 - *Weekly training times to be scheduled pending team availability.*
 - Spring term (Week 1 – 10), Tuesdays & Thursdays from 4:00 – 5:30 p.m.
 - *Please keep these days and times free as you register for spring.*
 - *Students who cannot attend training in full are not eligible to be SOSers.*
- Staff Overnight Retreat: Friday, April 19 to Sunday, April 21
- Intensive Training: Monday, July 1 to Wednesday, July 3
- IntroDUCKtion: July through August
- End of Summer Celebration: *TBD*, end of August
- In-Person Community Course Grading: Mid-August to Mid-September
- September IntroDUCKtion Session: *TBD*, 3rd week of September
- Week of Welcome: Thursday, September 26 to Monday, September 30

Hiring Timeline

- Application Due: 8:00 a.m. PST on Wednesday, January 10
- Individual Interviews: Wednesday, January 17 to Wednesday, January 31
- Group Interviews: Wednesday, February 7 to Tuesday, February 13
- Decisions sent out via email by Thursday, February 15

Questions?

Please reach out to us at uointro@uoregon.edu.

You can also reach out directly to the SOSer supervisor via email, phone, or Microsoft Teams:

Madison Beine
Coordinator of Orientation Programs
E: mbeine@uoregon.edu
P: 541-346-1294

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Expectations & Learning Outcomes

- Career & Self Development – proactively develop oneself and career through continual personal and professional learning, awareness of one’s strengths and weaknesses, navigation of career opportunities, and networking to build relationships.
- Communication – clearly and effectively exchange information, ideas, facts, and perspectives in both written and verbal formats.
- Critical Thinking – identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.
- Equity & Inclusion – demonstrate an awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures; engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.
- Leadership – recognize and capitalize on strengths to achieve organizational goals.
- Professionalism – knowing work environments differ greatly, understanding, and demonstrating effective work habits, and acting in the interest of the larger community.
- Teamwork – build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.
- Technology – understand and leverage technologies ethically to enhance efficiency, complete tasks, and accomplish goals.

As an overview, we expect our staff to:

- *Be flexible, dependable, and reliable.*
- *Practice strong written and verbal communication.*
- *Use a proactive problem-solving approach.*
- *Emphasize and practice cultural competency and empathy.*

Working Environment

While this position is rewarding and enriching, it is imperative to understand the physical, emotional, and mental demands that can increase stress when serving in this capacity. We are committed to supporting student staff’s proactive management of stress-impact through structured interactions with professional staff and encouragement to utilize resources. However, some situations are still likely to occur, and it is important to consider your wellness when thinking about this role.

Student staff may experience:

- High stress when responding and communicating with UO community members or the public, some of whom may be unwelcoming or unfriendly.
- High stress when interacting with crises and medical emergencies that may cause secondary vicarious trauma (e.g., substance misuse, bias, mental health, Title IX).
- Working in dense environments that, on average, have higher crowding and noise stress.
- Working with a ‘fishbowl’ stimulus which may increase feelings of loneliness.
- Increased pressure to be successful academically and socially when role modeling excellence in an orientation environment.
- High stress when negotiating how to be a student and in a student leader position that requires flexibility and malleability.

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