

We are excited about your interest in becoming a member of the 2019 O-Team! First Year Experience is seeking dedicated and enthusiastic candidates who exemplify the UCF Creed. O-Teamers will serve as peer educators, peer advisors, group facilitators, performers, resource persons, role models, and ambassadors for the University of Central Florida. There are several stages to the selection process:

1. **THE APPLICATION:** The application must be submitted online through Qualtrics (<https://bit.ly/2Pm3Otv>), along with your responses to two essay questions, a resume, and letter of recommendation. Only one recommendation is required, and can be from anyone (excluding a family member or friend) that can attest to your work ethic, character, and personality. This includes Student Leaders, O-Teamers, and/or Advisors. Applications are due by 11:59 pm on Wednesday, October 17.
2. **GROUP INTERVIEW:** Once your application is complete you will be prompted to sign up for a Group Interview online using an embedded hyperlink. It is highly recommended that you sign up for a spot as soon as possible (by October 19<sup>th</sup> at the latest) to secure your preferred date and time. Group Interviews will take place the week of October 29<sup>th</sup>. Spots are first come, first serve. If selected, we will email a confirmation regarding your official Group Interview day and time on October 22 once we have verified that you have met the minimum application requirements.
3. **INDIVIDUAL INTERVIEW:** Upon completion of Group Interviews a limited number of applicants will be asked to continue on in the selection process. If selected to continue, you will sign up for one individual interview. These will take place between Tuesday, November 6<sup>th</sup> and Thursday, November 15<sup>th</sup>.

**2019 O-Team will be announced November 16, 2018.**

The following qualifications must be met in order to be eligible for application:

- Undergraduate student who is currently enrolled at UCF and will be enrolled in a minimum of 9 credit hours at UCF, outside of the required SLS 2715 course, at the start of employment in the Spring 2019 semester.
- 2.5 cumulative grade point average at the time of application to be maintained throughout the position.
  - Students are hired on a conditional basis until final grades are posted.
- No student may hold the position while on disciplinary warning, probation, and/or suspension.
- O-Teamers may not take on-campus courses during summer semesters A, B, C, or D. Additionally, online courses are highly discouraged due to the summer schedule, but are limited to one per term if necessary. No other conflicting employment is allowed from May 6, 2019 through August 23, 2019
- Each O-Teamer will be required to attend all training, SROW, Orientation sessions, Family Weekend, Pegasus Palooza, and all other events as assigned, during Spring 2019, Summer 2019, Fall 2019, and January 2019 as defined in the job description

If you have any additional questions, please contact us in the First Year Experience office at (407) 823-5105 or [oteam@ucf.edu](mailto:oteam@ucf.edu).

Sincerely,  
**Elizabeth Manuel**  
Associate Director  
First Year Experience



Selection to be a member of UCF's O-Team is an honor and a rewarding opportunity for personal, professional and team development and growth. Each year the First Year Experience office selects a group of mature and dedicated undergraduate student leaders to assist with implementing University Orientation programs. During this memorable experience, O-Team members serve as peer educators, peer advisors, group facilitators, performers, resource contacts, and role models to new first-year students, transfer students, and their families in their adjustment and transition to UCF. O-Team members will learn and practice specific skills through problem-solving strategies. As an O-Team member, you are responsible for reading and understanding the O-Team Member Experience Description and agree to abide by all terms specified. Multiple conflicts with responsibilities and expectations as an O-Team member will result in termination.

### I. To be eligible, each candidate must:

1. Uphold the five core values that are part of the University Creed.
2. Be an undergraduate, degree-seeking student who is currently enrolled at UCF, will be enrolled in a minimum of 9 credit hours at UCF, and will not graduate before December 2019.
3. Have a grade point average (cumulative) of at least 2.5 at the time of application to be maintained throughout the position.
4. Be free from disciplinary warning, probation, and suspension; as well as aware that periodic checks will take place.
5. Exhibit commitment to the mission of the First Year Experience office
6. Demonstrate a desire to learn about UCF, its regulations, its people, and its programs and to share the information with others.
7. Possess the following role model qualities: maturity, responsibility, initiative, motivation, flexibility, enthusiasm, integrity, a strong and positive work ethic, and a commitment to personal and team development
8. Exhibit leadership potential.
9. Exhibit good interpersonal communication and group presentation skills
10. Be eager to improve leadership and teamwork skills.
11. Be able to work effectively with a diverse group of team members and to promote the benefits of diversity.
12. Special conditions of the position: ability to work long and challenging hours that begin early in the morning and that end late at night for multiple days in a row, ability to conduct tours or remain outside in the heat for significant periods of time, and be responsible for transporting materials to Orientation sites for every session.

### II. Terms and Conditions of the Position

- A. Length of Position: The duration of this position is January 2019 through the first week of classes in January 2019 with the majority of the workload occurring from May through August 2019. See calendar attachment for dates.
- B. Training: O-Team members will be required to take a mandatory Leadership Development Course during the spring 2019 semester, attend a regional orientation conference in March, and participate in two-week May training.
  - From January 8, 2019 through April 23, 2019 (not including the scheduled Final), SLS 2715 will be held from 3:30 – 4:45 p.m. on Tuesdays & Thursdays (TA 110). This is a credit-bearing class, and students are expected to do multiple reading and writing assignments, and complete assigned projects and presentations in order to fully comprehend the material being discussed.
    - Due to training workshops and similar activities, additional times and dates may be added to the training schedule.
    - **Please note that SLS 2715 is a MANDATORY two-credit elective course. You will be responsible for payment of the course and will receive an actual grade at the end of the semester. If this is of concern, please address with Elizabeth Manuel or Jenny Karpinski. All students must pass this course with a grade of B or higher to be eligible to continue in O-Team position.**

- There will be a mandatory off-campus retreat from January 11, 2018 through January 13, 2018
  - From March 15-17, 2019, the O-Team will be traveling to Myrtle Beach, South Carolina to attend the annual SROW (Southern Regional Orientation Workshop) conference. At this conference, O-Team members will meet thousands of other students from various institutions who assist with Orientation at their universities.
  - During the summer from May 6-17, 2019 mandatory training sessions will be held daily, from 8 a.m. - 9 p.m. (times are approximate and subject to change). O-Team members must also attend evening activities in addition to daytime hours as scheduled by the professional staff (e.g. skit practices, dance practice, pod decorating, additional review time, etc.).
- C. Training Related Activities: It is our expectation that O-Team members also contribute additional time and effort to Orientation as needed (i.e. practice tour sessions, skit presentations, dance practice, fundraising, training assignments, etc.). Each O-Team member is expected to fully participate in development of all entertainment performances.
- O-Teamers will be required to serve on one committee throughout the spring semester and summer. This will require additional hours outside of class and Orientation sessions.
  - O-Teamers will be required to attend dance practice twice a week starting January 14, 2019 and ending March 8, 2019. A "SROWcase" will be held prior to SROW.
  - O-Team members will also have an active role in the evening programming during Orientation. Additional rehearsals may be required during O-Team Training in May.
  - O-Teamers will be asked to attend and engage in teambuilding activities that will be scheduled monthly, outside of class time, including Knigh-Thon.
- D. Sessions: O-Team members are required to participate in all Orientation sessions for First Time in College (FTIC) students, families, and Transfer students, including the night before each FTIC session, held during their period of position on O-Team. O-Team members are not allowed to leave campus without permission during any Orientation session. For FTIC sessions, O-Team members will be required to adhere to a curfew. There will be a set time the night before each session that they must be in the residence halls and will not be allowed to leave campus from that point through the end of the second day of each session.
- Transfer Orientations: one-day sessions from March-August, 2019, plus three late Orientation sessions. A Transfer session's duration is defined as beginning at 7:00 a.m. and ending at 5:00 p.m. and/or when registration ends. This will also include Orientations taking place at the Downtown Campus.
  - FTIC (First Time in College) Orientations: two-day sessions from May-August, 2019. A FTIC session's duration is defined as curfew the night before day 1 or job responsibility report time, until the end of the mandatory staff meeting following registration on Day 2. This will also include Orientations taking place at the Downtown Campus.
  - Spring Orientations: one-day sessions and two-day FTIC session between November 2019 and January 2018. Spring sessions take place during the semester but O-Team members will need to be excused from class to be available to work them. Sessions will be added as needed.
    - Arrangements must be made with any other employers so that these Orientations take priority and will be attended by all O-Team members.
    - Two to three sessions will take place the week before the start of classes for the spring 2019 semester; therefore, O-Team members are required to return to UCF early from the holiday break.
    - This will also include Orientations taking place at the Downtown Campus.

- E. *Pegasus Palooza*: O-Team members will be required to participate and assist in various activities during the first week of school. Arrangements must be made with employers so that all O-Team members are present.
- LINK Launch which will be held the Saturday before 2019 fall classes begin
  - The Knighting held the Sunday before fall classes
  - Knight Rave which will be held during Pegasus Palooza
  - Other duties and assignments will be given during Pegasus Palooza
- F. *Family Weekend*: The First Year Experience office hosts events on the Friday night and Saturday of Family Weekend, which will occur early in the Fall 2019 semester. O-Team members will be expected to attend and assist during these events for several hours. The exact dates for Family Weekend 2019 have not yet been set, but will likely occur in September or October of 2019 during a home football game weekend.
- G. *Recruitment*: Assist Student Orientation Coordinators with recruitment of 2020 O-Team by hosting tabling and information sessions.
- H. *Classes*: O-Team members may not take in-person classes during summer semesters A, B, C, or D. Additionally, online courses are highly discouraged due to the summer schedule. The decision to complete an online course during the summer should be discussed with the professional staff, and will be limited to one per term if necessary.
- I. *Employment & Leadership Positions*: No conflicting employment or leadership position is allowed from May 6, 2019 through July 26, 2019 and August 15, 2019 through August 23, 2019. During other times employment is allowed, but must not conflict with training or sessions. O-Teamers will not be permitted to be a peer mentor for LEAD, an SI leader/tutor for SARC, or a first-time Resident Assistant.
- J. *Housing*: O-Team members are required to live in a specified residence hall beginning approximately on May 6, 2019 and continuing through the end of July. O-Team members will be required to work sessions that take place before and after their move in/out date.
- Specifically, O-Team members must stay in their room every night that FTIC students are in the residence halls.
  - Another O-Team member will be assigned as a roommate for the duration of the summer.
  - As a resident of University Housing, you will be required to follow all Housing policies.
  - Rooms will be provided by the First Year Experience office at no cost to the O-Team members.
  - **In addition, no alcohol will be permitted in O-Team rooms or in any part of the residence hall while living on campus. This applies to all O-Team members regardless of age.**
- K. *Remuneration/Payment*: Each O-Team member will be paid a stipend of \$3,150.00 (before taxes) for the year. Pay will be on paydays from May 2019 to August 2019, and November 2019 to January 2020 **O-Team members must complete all duties and responsibilities assigned to receive the complete remuneration amount. Payment will be reduced for failure to abide by policies of the position.** In addition, O-Team members will receive all meals provided during Orientation sessions, some meals during training, housing during the summer, all uniform materials, and travel, lodging, and registration for SROW.
- L. *Attire*: Each O-Team member must present a positive image of UCF by dressing appropriately for all sessions and maintaining professional bodily hygiene. Each O-Team member will receive uniform shirts and jerseys and will be required to have their own khaki shorts, black belt, socks, and shoes. In addition, to create a professional image, shirts and jerseys will be required to be tucked in at all times, and the appropriate nametag must be worn at all times. Failure to abide my dress code may result in being sent home to change and may receive additional disciplinary action.



- M. Absences and Tardiness: During training and Orientation sessions, members will be expected to be on time and available for the entire time scheduled. Time off, therefore, is permitted on an emergency permission basis only. O-Team members are expected to notify the Orientation professional staff of absences in order to be considered for an excused absence. O-Team members will be responsible for all information missed. There is a system in place to hold all O-Team members accountable for all tardies and absences which may include deduction of pay.
- N. Social Media and E-Mail: O-Teamers will connect with each of their small groups after an Orientation session and correspond with them regularly via Facebook throughout the summer and in the fall. You will update them on important events and check on their progress.

All social media accounts associated with your small group must align with the values of the University and the First Year Experience office. All accounts should only be used for transmitting UCF events or reminders. In addition, these accounts must be disaffiliated from personal campus involvement, viewpoints, and agendas. The use of these social media sites should not be a distraction from your daily Orientation responsibilities and only used during designated times.

If you choose to create a Twitter or Instagram for your small group, your handle will be @OTeam19\_(insert name or small group name). For example: @OTeam19\_Jessie or @OTeam19\_MichaelsMegastars would be acceptable.

- O. Greek Affiliation: Orientation Team members who are affiliated with a Greek organization will be required to disaffiliate from May 6, 2019 to July 26, 2019. Additionally, Greek affiliated O-Teamers are required to disaffiliate during all Orientation sessions, which includes sessions that occur in August through January. During this time, they will not be allowed to wear or display their letters on their person, their car, on social media, etc. They may not discuss their involvement with their particular group. In addition, Orientation responsibilities will take precedence over sorority or fraternity obligations. Because of scheduling conflicts, this means that O-Team members will not be able to participate in fall sorority pre-recruitment, sorority recruitment parties, and bid day if they overlap with any required events outlined in this document (including Orientation and Pegasus Palooza).
- P. Conduct: O-Team members will refrain from consuming alcoholic beverages or any illegal substances during all Orientation sessions, training, or related activities, including the training workshops and when specifically representing UCF. O-Team members must abide by all University Policies as stated in *The Golden Rule*, the O-Team Contract, and all housing rules and regulations at all times throughout tenure as a member of the O-Team. No student may hold the position while on disciplinary warning, probation, and/or suspension. The First Year Experience office will have permission to check my GPA and student conduct standing at any time from October 1, 2018 through January 31, 2020.

### III. Responsibilities

The following is a summary of expected duties. **The list is not comprehensive, and additional duties may be assigned at any time.**

#### *Assistance to Parents and Students*

- Welcome new students and family members to the University and assist them in the initial Orientation registration and check-in. Specific tasks are assigned to each O-Teamer during check-in that serves as a critical role in the Orientation program.
- Serve as a role model and facilitator for new students and be constantly accessible for interaction with students and their parents to make them feel comfortable, answering any and all of their questions.
- Be a source of information regarding academics, policies and procedures, campus services, activities, building locations, and all other aspects of life at UCF.
- Conduct well-organized, thorough group meetings and discussions for new students and their family members. O-Team members will be required to go over specific information.
- Represent all University organizations equally and accurately to new students and their family members.



- Serve as a peer advisor, assisting college representatives and first year advisors, in order to help students select an appropriate schedule for their semester(s).

### *Administrative Duties*

- Assist in the organization and preparation of Orientation activities.
- Participate in the creation and production of, and perform in, the Orientation presentations.
- Be a contributing O-Team member, while supporting and encouraging all other team members.
- Assist with the assembling of Orientation materials for all of the Orientation sessions.
- Assist with office duties as needed.
- Efficiently complete all logistical tasks as requested by the First Year Experience staff to ensure the Orientation program proceeds smoothly and effectively.
- Assist presenters, college representatives, academic advisors, and other administrators as needed.
- Maintain regular communication with all First Year Experience staff, discussing with them situations that warrant their attention or action.
- Maintain regular communication with FTIC students through social media from each session until the end of fall semester.
- Participate in all assigned duties of Orientation fully and with a positive attitude while taking initiative with unanticipated tasks or problems.

Please note that throughout training and the job itself, requirements may be added or removed. You must be willing to accept other duties as assigned. All dates and times given are to the best of our knowledge. They may change depending on finalization of the University calendar and Orientation planning. Select O-Teamers may be expected to assist with the new and exciting Downtown Campus Orientation program. Be sure to answer the question on the application regarding the Downtown Campus.

### **Group Interviews**

All applicants are required to participate in Group Interviews. When completing your application you will have the option to sign up for a preferred day and time. The days and times that Group Interviews will be held are as follows:

Monday, October 29<sup>th</sup>: 3:30 – 5:30 p.m. Student Union - Cape Florida Ballroom 316

Tuesday, October 30<sup>th</sup>, 3:30 – 5:30 p.m. Student Union - Cape Florida Ballroom 316

Tuesday, October 30<sup>th</sup>, 6:00 - 8:00 p.m. Student Union – Cape Florida Ballroom 316

**If you are unavailable for one of the three group interview days due to class conflict, please contact Jenny Karpinski.**

### **Essay Component**

When completing your application there will be a section that asks for your response to the questions. Your responses (in total) should not exceed two pages. Additionally, remember that content is just as, if not, more important than length.

1. What is the purpose of an university Orientation program and why would you like to be a part of it as a member of the 2019 O-Team?
2. What is your favorite UCF memory and why? Additionally, how would you describe this memory to new students and/or guests coming to UCF for Orientation?
3. Please share how you anticipate the O-Team position impacting your goals for life after UCF (career goals, graduate school, skills you hope to gain, etc.).

**Resume Component**

When completing your application there will be a section that asks for your resume. Please upload a PDF of your resume with a list of your campus involvements and/or other relevant experiences you have had working with people or groups. Please be sure to list any offices held, leadership positions, and awards or honors received.

**Recommendation**

One recommendation letter is required and can be from anyone (excluding a family member or friend) that can attest to your work ethic, character, and personality. This includes student leaders, O-Teamers, supervisors, and/or advisors. Recommendation letters must be submitted online via this link: <https://bit.ly/2Pd8MZH>

Submit completed application via Qualtrics: <https://bit.ly/2Pm3Otv>

**Application is due no later than 11:59 p.m. on Wednesday, October 17, 2018**

Please contact the Student Orientation Coordinators with any questions at 407-823-5105 or at [oteam@ucf.edu](mailto:oteam@ucf.edu)

*The First Year Experience office, within the University of Central Florida, promotes affirmative action and equal opportunity in education and employment for all qualified persons regardless of race, color, religion, sex, age, marital status, sexual orientation, gender identity or expression, ancestry, national origin, disability, or veteran status.*



# First Year Experience

## 2019 Orientation Team Application & Experience Description

Friday-Sunday, January 11-13	O-Team Retreat
Monday-Sunday, March 15-17	Southern Region Orientation Workshop
Friday, March 29	Summer/Fall Transfer
Friday, April 12 (Easter = April 21)	Summer/Fall Transfer
Friday, May 10	Summer/Fall Transfer
Monday-Tuesday, May 20-21	Summer FTIC
Wednesday-Thursday, May 22-23	Summer/Fall FTIC
Friday, May 24 (Mem. Day = May 27)	Summer/Fall Transfer
Tuesday-Wednesday, May 28-29	Summer FTIC (HM at Rosen Day 2)
Thursday-Friday, May 30-31	Summer FTIC (Bilingual Family Session)
Monday-Tuesday, June 3-4	Summer FTIC (Summer/Fall Compass/Excel 200 seats)
Wednesday, June 5	Summer/Fall Transfer (ROSEN)
Thursday-Friday, June 6-7	Summer/Fall FTIC (Honors Only)
Monday-Tuesday, June 10-11	Summer/Fall FTIC (Compass/Excel 200 seats)
Wednesday-Thursday, June 12-13	Summer/Fall FTIC (LEAD/LEARN)
Friday, June 14	Summer/Fall Transfer
Monday-Tuesday, June 17-18	Summer FTIC (Pegasus/SOAR/STEP only)
Wednesday-Thursday, June 19-20	Summer FTIC (Athletes)
Friday, June 21	Summer/Fall Transfer (Athletes)
Monday, June 24 (1pm)	Late Orientation (Summer B)
Wednesday-Thursday, June 26-27	Fall FTIC (HM at Rosen Day 2)
Friday, June 28	Fall Transfer
Monday, July 1 (July 4 = Thursday)	Fall Transfer (ROSEN)
Monday-Tuesday, July 8-9	Fall FTIC
Wednesday-Thursday, July 10-11	Fall FTIC (Bilingual Family Session)
Friday, July 12	Fall Transfer
Monday-Tuesday, July 15-16	Fall FTIC (Compass/Excel 200 seats)
Wednesday-Thursday, July 17-18	Fall FTIC
Friday, July 19	Fall Transfer
<i>Monday-Tuesday, July 22-23</i>	<i>Fall FTIC</i>
Wednesday, July 24	Fall Transfer
Thursday, July 25	Fall Transfer
Friday, July 26	Fall Transfer
<i>Thursday-Friday, August 15-16</i>	<i>Fall FTIC</i>
<i>Monday, August 19</i>	<i>Fall Transfer</i>
<i>Tuesday, August 20</i>	<i>Fall Transfer</i>
Wednesday-Thursday, August 21-22	Fall FTIC (Out of State, Athletes, IES)
Friday, August 23	Fall Transfer