



TAKE Cast Member Position Description

Pay Range: \$16.00/hr.

Schedule: Spring Orientation, Commencement Ceremonies, up to 40 hours per week during Summer 2024 for Summer Orientation, and two potential signature events Fall 2024

*Up to 40 hours/week may be scheduled during the summer, and/or break periods based on need and availability. Must be available to work outside Monday through Friday 8:00 AM – 5:00 PM office week based on Programming Dates. *NOTE: Additional program office hours may be available based on need*

The Department of Student Development and Transitional Programs (SDTP) connects, develops, and celebrates our students through impactful events and programs that foster a sense of community, belonging and life-long learning. For more information regarding department information, please visit www.csun.edu/sdtp

In support of the overall New Student Orientation (NSO) process, TAKE cast members will explore, create, and showcase a performance relating to prevalent issues college students may face today. Under the direction of the TAKE Team (TAKE Director, SDTP Assistant Director, and SDTP Director), cast members will be immersed in an educational leadership program that will develop them into peer educators over several months.

The TAKE Team:

- TAKE Director: Tommy Lico (csuntakeprogram@gmail.com)
- TAKE Advisor: Yannelli Mejia
- Assistant Director of SDTP: Gabby Danis
- Director of SDTP: Christopher Aston

The TAKE cast members will also serve as NSO leaders during the days of New Student Orientation.

The goal of NSO is to support the continuous process of integrating new students into academic, cultural, and social context of California State University, Northridge. In addition, the NSO program aims to develop student leaders to serve as peer mentors for CSUN's new incoming students.

Additionally, this position will assist in the support of the overall programming needs through:

- Research and review of current trends, topics, and facts that relate to the incoming student experiences.
- Articulation of CSUN resources, services, and policies during orientations.
- Facilitation of discussions post performances. During discussions, students will be referred to appropriate CSUN resources and services, as well as referencing factual data on incoming students.

The exploration and creation of TAKE requires participation in an educational process structured and facilitated by the TAKE Team (TAKE Director, TAKE Advisor, SDTP Assistant Director, and SDTP Director), which includes workshops, scriptwriting teams, and script practice leading up to the performance for new incoming students. In addition, cast members may have the opportunity to serve as student assistants for programming beyond TAKE's purpose should time allow.

QUALIFICATIONS & SKILLS DESIRED

To be considered for this volunteer opportunity, you must meet the following qualifications:

- Minimum cumulative GPA of 2.0 or higher (**maintained throughout the entire time of service*)
- Strong communication, adaptability, and interpersonal skills
- Ability to work effectively in a team environment and produce small team projects
- Ability to communicate well via email, telephone, Zoom, and Canvas

CAST TIME COMMITMENT & PERFORMANCES

Performances directly influence new student learning and are measured through an audience assessment tool.

When not facilitating the TAKE performance, TAKE Cast Members will volunteer their time as Orientation Leaders.

- **TAKE Meetings:**
 - You are expected to be available Tuesdays from 4:30 PM to 6:00 PM for TAKE Meetings and/or NSO Trainings starting late March 2024 through June 2024
 - Meetings are designed to foster critical thinking, creativity, community etc. Each meeting is crucial for optimal success in the program. Cast members are **REQUIRED** to be present and ready to work at all call times. There is more to being on time and attending meetings, cast members should attend meetings ready to actively participate.
- **Scripts & Development:** Cast members will have opportunities to collaborate with the TAKE Team to provide their input and contribute to the overall script creation done by both the Cast and TAKE Team.
- **Guest Speakers:** will present to the TAKE cast on demographics of the CSUN community, as well as avenues one can take to be successful. All guest speakers are **VOLUNTEERS**, please respect them and their time. Overall, guest speakers are here to support you as a cast member educationally and individually during your time within the program.

EXPECTATIONS

Under the general supervision from SDTP Staff members, the TAKE cast will be held to these expectations:

- Attend and actively participate in all NSO training sessions once a month and monthly TAKE meetings, beginning in March 2024 until August 2024.
- Arrive on time and prepare to execute all tasks, workshops, and performances that are asked of them.
- Adhere to the dates and duties for this coming year's NSO program including:
 - Uphold and maintain an open mind while discussing topics that relate to the diverse student populations both on campus and within the cast.
 - Uphold the confidentiality agreement signed. It is expected that all cast members respect the boundaries of others within the cast and not disclose any private information to anyone outside of the program.
 - Understand the flexibility of both the TAKE and NSO programs and be prepared to adapt to new and unforeseen situations.

PARTICIPATION & ATTENDANCE

It is **REQUIRED** that all TAKE cast members attend all NSO/TAKE leadership trainings. Missing meetings is unacceptable, unless emergencies present themselves which will be dealt with between the TAKE Team and the Cast Member. Attendance at the following retreats and trainings are **required** and will **NOT** be excused under any circumstances. *TAKE Cast Members can anticipate receiving hourly compensation for their involvement in SDTP programming, as well as for attendance at trainings and cast meetings.*

- NSO Training Days:
 1. NSO Training #1: Thursday, April 4th, 2024 from 4:00 PM to 6:00 PM
 2. NSO Training #2: Thursday, May 2nd, 2024 from 4:00 PM to 6:00 PM
 3. NSO Training #3: Retreat from Thursday, May 30th – Saturday, June 1st, 2024

- Commencement 2024:
 - TAKE Cast Members are expected to work as **HOURLY PAID** during **ALL** CSUN Commencement Ceremonies on:
 - Honors Convocation: Saturday, May 11th
 - Commencement Ceremonies: Friday, May 17th through Monday, May 20th

- Mock Orientation:
 - Early July 2024

- TAKE Performance Days:
 - ALL First-Time Freshman orientation dates (July and August 2024)

SOCIAL MEDIA

Social media is widely used and is often checked by employers when considering an individual for a position. These accounts are on a public domain, and provide insight on what you represent. Your name and image are a brand, and like most companies, branding is essential to success. With that said, Social Media checks will be made frequently on your accounts (I.e., Twitter, Instagram, Snapchat, TikTok Etc.). You will be a representation of not just yourself, but the entire NSO program and our “brand.” If we feel like anything is harmful, inappropriate, or damaging to you or the NSO program, you will be asked to take it down. Persistent issues may lead to a mediation meeting to address and resolve the concerns. We understand we are human, and we want to have fun and share with our friends and the world what we are doing and keep them in the loop. We just ask that you do so in a presentable and polished manner.

EXTRAORDINARY CIRCUMSTANCES

We are all human. Things happen in our lives that may hinder us from moving forward with any projects or tasks. We as the NSO leadership team understand. Please, if any extraordinary circumstance were to arise, properly communicate with the TAKE Team so that we may find the means to help provide solutions. We are here to make this journey an enjoyable one and will do our utmost to follow that value we have set for ourselves.

TAKE 36 APPLICATION DEADLINE & COMPONENTS

Please email csuntakeprogram@gmail.com the following by **Monday, February 26th at 11:59 PM PST**:

1. PDF copy of your current **DEGREE PROGRESS REPORT** (DPR)
2. Copy of your **SPRING 2024 CLASS SCHEDULE**
3. **PERSONAL STATEMENT:** (two pages max, double spaced, 12 point font, Times New Roman or Calibri)
 - a. **PROMPT:** Describe a difficult experience in your life and detail how you overcame it, then please share how this experience shaped who you are today. What strengths will you bring to the program? How would being part of the TAKE Program affect you as a leader?
 - b. **END YOUR STATEMENT WITH:** “My name is [FULL NAME], I’m a [CLASS STANDING] majoring in [MAJOR], and I’d like to leave you with this [INSERT QUOTE THAT PERTAINS TO YOUR EXPERIENCE].”

QUESTIONS, COMMENTS, CONCERNS?

Please do not hesitate to seek help from Tommy Lico at csuntakeprogram@gmail.com. By joining the TAKE 36 cast, you are declaring that you want to learn the ins and outs of our team, the program, the campus, and how to be a successful student and leader at CSUN. We're excited to support you!