

## 2024 Orientation Leader (OL) – Role Description and Application

### SUMMARY OF THE OL ROLE

The Orientation Leader (OL) is a key leadership role that provides transition support for new undergraduate students and their supporters as they begin their Redhawk journey at Seattle University. OLs foster a sense of belonging within the Redhawk community by mentoring new students, creating inclusive communities, and passing on the Redhawk spirit to a new generation of Seattle U students. OLs set new first-year and transfer students up for success by facilitating transition workshops and events that help them embrace their new beginnings at Seattle U. OLs are supervised directly by the Director of Orientation Programs and report indirectly to Orientation Programs’ professional staff.

### OL POSITIONAL GOALS

The following goals guide the core responsibilities and skill development opportunities for the OL role.

<b>Community Development</b>	<p>An Orientation Leader develops individual and group connections with new students, their supporters, and the Orientation team. An OL does this by . . .</p> <ul style="list-style-type: none"> <li>• Demonstrating empathy and care for others.</li> <li>• Mentoring others through individualized connections.</li> <li>• Fostering positive group dynamics and addressing conflict with civility.</li> </ul>
<b>Personal Development</b>	<p>An Orientation Leader engages in Jesuit-inspired reflection about their values, personal growth, and holistic wellbeing. An OL does this by . . .</p> <ul style="list-style-type: none"> <li>• Participating in reflective leadership development opportunities.</li> <li>• Making choices for the improvement or sustaining of one’s overall wellbeing and resilience.</li> <li>• Navigating ethical decision-making and creative problem-solving.</li> </ul>
<b>Inclusion &amp; Belonging</b>	<p>An Orientation Leader explores their identity, promotes welcoming environments, and leads new students through cross-cultural dialogue. An OL does this by . . .</p> <ul style="list-style-type: none"> <li>• Building awareness, knowledge, and skills in the areas of diversity, equity, and social justice.</li> <li>• Fostering a sense of belonging for students and supporters of all identities and backgrounds.</li> <li>• Facilitating dialogue and environments that encourage others to explore inclusive excellence.</li> </ul>
<b>Career Readiness</b>	<p>An Orientation Leader develops and applies a range of transferable skills that will prepare them for future career opportunities. An OL does this by . . .</p> <ul style="list-style-type: none"> <li>• Identifying personal strengths and how they apply to work environments.</li> <li>• Experimenting with how to effectively balance autonomy and interdependence.</li> <li>• Preparing, receiving, and communicating ideas and information effectively.</li> </ul>

### OL RESPONSIBILITIES

The OL role is a unique opportunity to advance your leadership skills, develop new professional abilities, and make a lasting impact on others. OLs will engage in the following responsibilities:

#### ***Representative of the Redhawk Student Experience***

- Instill Redhawk spirit and pride into events and conversations with new students and their supporters.
- Share your story and advice to convey the Seattle U student experience to new students and their supporters.
- Contribute student perspectives toward engagement initiatives led by Orientation Programs.
- Serve as a visible representative of Seattle U while creating a positive customer service experience for new students and their supporters.

### **Community Building**

- Foster individual and group connections with new students and their supporters.
- Guide a group of new students through their Summer Orientation and Fall Welcome experience.
- Partner with campus leaders to support a positive move-in experience for new students and their supporters.
- Facilitate group dialogue with new students about topics related to their transition to SU, including how to get involved on campus, finding academic success, personal reflection, and the realities of college life.

### **Event and Workshop Facilitation**

- Assist with logistical support and management of large-scale events including Summer Orientation, Fall Welcome Kickoff, Playfair, Seattle U Class Photo, New Student Convocation, and Mass of the Holy Spirit.
- Participate in performing SU Real World, a series of songs and skits about the realities of Seattle U college life.
- Facilitate transition support workshops and events focused on topics related to leadership development, creating inclusive communities, and personal goal setting.
- Lead groups of new students on excursions around Seattle, showing them how to navigate public transportation and embrace curiosity while exploring their new environment.

### **Leadership Development**

- Attend and participate in a comprehensive leadership and professional development training program.
- Demonstrate leadership for the campus community by serving as a peer mentor and model of leadership for new students joining the Seattle U community.
- Encourage new students to seek opportunities for leadership on campus.

### **Please note:**

- **This is not an exhaustive list of all responsibilities performed by OLs. OLs will also complete other duties as assigned. Functions of the role may change as determined by the needs of Orientation Programs.**
- **Candidates must be able to perform all job functions with or without accommodations.**

## **TIMELINE OF RESPONSIBILITIES**

Below is a broad overview of responsibilities broken down by quarter:

### **Spring Quarter 2024**

- Attend and participate in all in-person OL Spring Training sessions (see dates/times below).

### **Summer Quarter 2024**

- Attend and participate in Summer Training sessions as needed for Summer Orientation (see dates/times below).
- Assist with all assigned responsibilities during Summer Orientation, including leading an orientation group, event and workshop facilitation, and Family Orientation (see dates and times below).

### **Fall Quarter 2024**

- Attend and participate in all in-person OL Fall Training sessions (see dates and times below).
- Assist with all assigned responsibilities during Fall Welcome, including leading an orientation group, event and workshop facilitation, SU Real World performance, and Fall Move-In Day (see dates/times below).

## **QUALIFICATIONS FOR CANDIDATE ELIGIBILITY**

Candidates must meet the following qualifications to be eligible for consideration:

- Must be currently enrolled as a full-time undergraduate student. Graduate and Law students are not eligible.
- Must maintain a **2.5 or greater cumulative GPA** throughout the selection process and full term of the OL role.
- Must be in good academic and disciplinary standing with Seattle University (Orientation Programs will access applicants' academic and integrity formation records throughout the application process).
- Must be available **all** dates listed above.

## REQUIRED DATES

The following dates are considered “Blackout Dates.” **This means you are required to be present and available without any other commitments.** On these dates, the OL position is your priority. Training and work hours completed on these dates cannot be made up or rescheduled. **Any anticipated conflicts with these dates that you know of at the time of application should be noted in your application. If you have a time/date conflict, we encourage you to still submit your OL application and/or set up a meeting with the Director of Orientation before submitting your application so we can discuss what flexibility or options may be possible.**

Note:

- We recognize that extenuating circumstances, such as illness or personal emergencies, may overlap with the dates below. The Director of Orientation Programs will work with team members on an individual basis to discuss any circumstances that arise.
- **All OLs must plan to arrive in Seattle no later than Sunday, September 8, 2024, to be prepared to start training on Monday, September 9, 2024.**
  - If you are living in an on-campus residence hall (including Bellarmine, Campion, Xavier, Chardin, Murphy, Kolvenbach), there will be no additional charge to your Housing bill for early arrival. Move-in dates will be coordinated and communicated to OLs during Summer Quarter.
  - If you are living in affiliated housing, including The Douglas and Vi Hilbert Hall, you must discuss any changes to your lease directly with your leasing company.
  - If you are living off-campus, you will need to plan accordingly.

DATE	RESPONSIBILITY
Thursday, March 28, 2024 (6pm-7:30pm) Thursday, April 4, 2024 (6pm -7:30pm) Thursday, April 11, 2024 (6pm-7:30pm) Thursday, April 18, 2024 (6pm-7:30pm) Thursday, April 25, 2024 (6pm-7:30pm) Thursday, May 2, 2024 (6pm-7:30pm) Thursday, May 9, 2024 (6pm-7:30pm) Thursday, May 16, 2024 (6pm-7:30pm) Thursday, May 23, 2024 (6pm-7:30pm) Thursday, May 30, 2024 (6pm-7:30pm)	Spring Training for OLs
Sunday, June 30, 2024 – Tuesday, July 2, 2024 Sunday, July 14, 2024 – Tuesday, July 16, 2024 Wednesday, July 17 – Friday, July 19, 2024	Summer Orientation Sessions (if available)
Thursday, August 15, 2024	Commuter Summer Event (if available)
Thursday, August 29, 2024	Transfer Orientation (if available)
September 9-19, 2024	Fall Training for OLs
September 20-28, 2024	Late Summer Orientation & Fall Welcome
Thursday, October 3, 2024	Mass of the Holy Spirit

## COMPENSATION

OLs will be paid \$19.97/hour. Per federal regulations, student employees are not allowed to work over 20 hours/week while classes are in session and are not allowed to work over 40 hours/week while classes are not in session.

**Total Compensation**

OLs will receive the following as total minimum compensation (before taxes) for Spring and Fall responsibilities:

Quarter	Hourly Breakdown	Compensation
Spring Quarter	1.5 hours/week at \$19.97/hour (10 weeks of Spring Training)	\$299.55

Fall Quarter	9/9-9/13: 20 hours at \$19.97/hour 9/16-9/20: 40 hours at \$19.97/hour 9/23-9/28: 20 hours at \$19.97/hour 9/30-10/4: 5 hours at \$19.97/hour	\$1697.45
<b>TOTAL</b>		<b>\$1997.00</b>

Additionally, OLs who work Summer Orientation sessions will receive compensation in the following amounts depending on which sessions they work:

Quarter	Hourly Breakdown	Compensation
Summer Quarter	Summer Session 1 (6/30-7/2): 20 hours at \$19.97/hour	\$399.40
	Summer Session 2 (7/14-7/16): 20 hours at \$19.97/hour	\$399.40
	Summer Session 3 (7/17-7/19): 20 hours at \$19.97/hour	\$399.40
	Commuter Session (8/15): 10 hours at \$19.97/hour	\$199.70
	Transfer Orientation (8/29): 10 hours at \$19.97/hour	\$199.70

- If working a Summer Session, OLs will NOT be permitted to work more than the following hours for any other on-campus position to abide by federal regulation:
  - If currently taking classes, no additional hours for any on-campus position.
  - If not currently taking classes, no more than 20 additional hours for any on-campus position.
- Between September 9-September 13, 2024, OLs will NOT be permitted to work more than the following hours for any other on-campus position to abide by federal regulation:
  - If currently taking classes, no additional hours for any on-campus position.
  - If not currently taking classes, no more than 20 additional hours for any on-campus position.
- **NOTE: Between September 16-September 28, 2024, OLs will NOT be permitted to work any hours for any other on-campus position to abide by federal regulation.**

#### Additional Compensation Notes

- This position is not eligible for overtime.
- Student employees accrue 1 hour of sick time for every 30 hours worked.
- Student employees do not accrue paid time off or vacation hours.
- Students are paid bi-weekly on the 10<sup>th</sup> and 25<sup>th</sup> of every month, through direct deposit.
- The total number of hours is assigned based on the needs of both departments. Hours may be subject to change at the discretion of the Director of Orientation Programs.

### APPLICATION PROCESS

Please review the following applications steps and selection timeline carefully:

#### Application Timeline

Date(s)	Event or Task
Thursday, January 25, 2024	Applications due no later than 11:59pm.
Thursday, February 1, 2024	If selected to interview for the OL position, invitations for interviews will be sent via email. This invitation will include a link to sign up for interviews based on candidates' availability. All candidates offered interviews will participate in: <ul style="list-style-type: none"> <li>• One 45-minute individual interview.</li> <li>• One 1-hour group interview.</li> </ul>
Monday, February 5, 2024 – Friday, February 16, 2024	Candidates offered an interview will meet with the Orientation Team for an in-person Individual Interview.
Tuesday, February 20, 2024 – Friday, February 23, 2024	Candidates offered an interview will participate in an in-person Group Interview with other OL candidates.
Thursday, February 29, 2024	All candidates who completed interviews will be notified of hiring decisions.

<b>Monday, March 11, 2024</b>	<b>Candidates who receive hiring offers must confirm acceptance of the position by 12:00pm PT on Monday, March 11, 2024.</b>
<b>Thursday, March 14, 2024</b>	<p><b>Candidates who accept the OL offer must complete all new hire paperwork by 4:00pm PT on Thursday, March 14, 2024.</b> Completing paperwork includes the following steps:</p> <ul style="list-style-type: none"> <li>• Signing SEAF (Student Employment Action Form) online.</li> <li>• Meeting with Student Employment in person to review I-9, W-2, and Direct Deposit original documents.</li> </ul> <p>Note: Candidates who receive offers will be provided step-by-step instructions and deadlines to be help you complete your paperwork.</p>

**Application Materials**

To apply for the OL position, complete the following application steps by **Thursday, January 25, 2024 at 11:59pm PT.**

1. Sign into [Handshake](#) and search for “Orientation Leader.”
2. Open the Orientation Leader position posting and review the job description.
3. Complete the “2024 Orientation Leader – Application Form” (link available in Handshake job posting). Please respond to the following application questions on this form using 150-300 words for each question:
  - Why do you want to be an OL? What are you hoping to gain from this position?
  - Identify 2 transition challenges that new students experience when coming to college at Seattle U. As an OL, how would you support a new student who is navigating these challenges?
  - What is your approach to understanding the perspectives of Seattle U students from different backgrounds? How would you promote a welcoming environment for new students at Orientation?
  - After reading the OL Responsibilities in the 2024 OL Job Description, please share 2 life experiences you have had that would make you successful in the OL role.
4. Complete your application on [Handshake](#).

**NOTE: If you do not complete the “2024 Orientation Leader – Application Form” and your application on Handshake, your application will not be complete and will not be reviewed for consideration for the OL position.**

**NON-DISCRIMINATION POLICY**

Seattle University does not discriminate based on race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology, or status as a Vietnam-era or special disabled veteran in the administration of any of its education policies, admission policies, scholarship and loan programs, athletics, and other school-administered policies and programs, or in its employment-related policies and practices. In addition, the University does not discriminate based on genetic information in its employment-related policies and practices, including coverage under its health benefits program.