

BRING OUT THE LEADER IN YOU!



ORIENTATION LEADER (OL) NEW CANDIDATE RESOURCE GUIDE

PURPOSE OF RESOURCE GUIDE

The purpose of this resource guide is to provide new OL candidates with useful tools to be used as a foundation for understanding our application and interview processes. This guide includes materials to help you complete your OL application and, if selected, prepare for your interview process. In addition, there is information about Orientation Programs and the Orientation Leader position to help you learn more about our department, our team, and the details of the position. We consider this information essential knowledge to be a successful candidate hired to become an OL. If you have any questions, please email us at orientation@seattleu.edu.

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ABOUT US: ORIENTATION'S LEARNING GOALS

The following information is the core of our work in Orientation. We share this information with students and supporters at the beginning of their time with us. We use our learning priority and goals to develop each of the experiences we provide students to support their transition to SU.

WELCOME TO SEATTLE UNIVERSITY!

As you begin your Redhawk journey, Orientation Programs will be there to support you each step of the way!

We focus our work around one essential question:

“What do new students need to learn to be set up for a successful transition to Seattle U?”

To answer this question, we use the following goals to guide how we support you:

ORIENTATION GOALS



SENSE OF BELONGING

You will create a connection with SU and build relationships with peers, faculty, and staff.



PERSONAL GROWTH

You will explore your values, sense of purpose, and holistic wellbeing.



INCLUSION & IDENTITY

You will engage in reflection about your identities and how to build relationships across differences.



ACADEMIC EXCELLENCE

You will explore intellectual passions and envision your path to success.






EMBRACING INDEPENDENCE

You will discover how to navigate SU and seek support on campus.

ABOUT US: MEET THE ORIENTATION TEAM!

This page introduces our team members in Orientation Programs! You will interact with us throughout your application and interview process. We look forward to connecting with you and are here to support you in any way we can!

| | |
|---|---|
|  <p>Nick Cubita Director</p> | <p>Nick is a full-time professional staff member who oversees the department. This includes community-building initiatives, Orientation events, and supervising all team members.</p> |
|  <p>Emelie Ali Administrative Coordinator</p> | <p>Emelie is a full-time professional staff member who assists and supports the department through administrative tasks and projects.</p> |
|  <p>Vanessa Dasuki Graduate Assistants (GA)</p> | <p>Vanessa is a part-time professional staff members who support various initiatives led by the department. This includes the Ignite Mentorship Program, Orientation events, and OL recruitment and training.</p> |
| <p>Orientation Coach (OC)</p> | <p>The OC is a liaison between the student experience and university leaders. OCs have previously served as OLs. They support new students throughout the summer and guide OLs to discover their talents, fulfill their responsibilities, and create connections at SU.</p> |

ORIENTATION LEADER: POSITION SUMMARY

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 SU students. Additionally, OLs set new first-year and transfer students up for success by facilitating transition workshops and events that help them to embrace their new beginnings at SU. Orientation Leaders are supervised directly by the Director of Orientation Programs, and may report indirectly to additional professional staff members on the Orientation Programs team. To view the full job description, [click here](#).

ORIENTATION LEADER 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.

ORIENTATION LEADER POSITIONAL GOALS

The following goals guide the core responsibilities and skill development opportunities for the OL role. Think of these goals as what you can learn while being an OL and gain from this experience, that can then become transferrable skills for future roles!

| | |
|---|--|
| <p>Community Development</p> | <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"> • Demonstrating empathy and care for others. • Mentoring others through individualized connections. • Fostering positive group dynamics and addressing conflict with civility. |
| <p>Personal Development</p> | <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"> • Participating in reflective leadership development opportunities. • Making choices for the improvement or sustaining of one’s overall wellbeing and resilience. • Navigating ethical decision-making and creative problem-solving. |
| <p>Inclusion & Belonging</p> | <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"> • Building awareness, knowledge, and skills in the areas of diversity, equity, and social justice. • Fostering a sense of belonging for students and supporters of all identities and backgrounds. • Facilitating dialogue and environments that encourage others to explore inclusive excellence. |
| <p>Career Readiness</p> | <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"> • Identifying personal strengths and how they apply to work environments. • Experimenting with how to effectively balance autonomy and interdependence. • Preparing, receiving, and communicating ideas and information effectively. |

OL APPLICATION: ANSWERING THE QUESTIONS

THE OL APPLICATION

To apply for the OL position, you will complete your application on Handshake. This includes a link to a form with 4 questions. We ask candidates to respond to the following application questions 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 at SU. As an OL, how would you support a new student who is navigating these challenges?
- What is your approach to understanding the perspectives of other SU 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.

TIPS FOR WRITING THOROUGH RESPONSES TO THE OL APPLICATION QUESTIONS

We designed these questions to connect to the OL Positional Goals that we shared earlier in this Guide. Here are some tips to help you write thorough responses:

- **Become familiar with the OL Positional Goals!** These questions connect directly to the goals so we can learn about you as a candidate and how you see yourself achieving these goals as an OL.
- **Adhere to the word limit!** Your response to each question should be 150-300 words.
- **Proofread your responses!** Make sure to check your grammar, punctuation, spelling, etc. Having someone look over your responses can help to make sure you don't miss anything.
- **Outline your responses before you write them!** After reading each question, write some notes or bullet points that come to mind. Then, turn these into a short paragraph.
- **Make sure you answer the question!** This might sound like "common sense," but it can help to read your response, re-read the question, then make sure you responded to all parts of the question.
- **Be yourself!** Think about how you would honestly and authentically answer each question based on your own perspectives. We are excited to get to know you through your application!

NEW CANDIDATE INTERVIEW PROCESS: OVERVIEW

The grid below shows an overview of what to expect during your interview process.

| Type | Length | With Whom | Structure | Suggested Dress Code | What to Bring |
|-----------------------------|------------|--|--|--|---|
| Individual Interview | 30 minutes | This interview will be facilitated by 2 team members from Orientation Programs. | This interview will be a combination of questions asked by the interviewers, a mock conversation with a new student, and time for you to ask the interviewers any questions you have about the role. | <u>Business casual</u> Business casual dress typically includes slacks or khakis, a dress shirt or blouse, an open-collar or polo shirt, a dress/skirt at knee-length or below, and loafers or dress shoes. We encourage you to wear a comfortable outfit that is dressier than jeans and a t-shirt, but not as dressy as a business outfit/suit. | Just bring yourself and any questions you have about the OL position! |
| Group Exercise | 60 minutes | This exercise will be facilitated by team members from Orientation Programs and include other OL Candidates. | This exercise will include activities for you and other OL Candidates to complete together while being observed by members of the Orientation team. | <u>SU Spirit Wear!</u> We encourage you to wear your favorite SU-spirited clothing. | We encourage you to bring a writing utensil and paper, however, it is not required. |

NEW CANDIDATE INTERVIEW: HOW TO PREPARE FOR YOUR INTERVIEW

We strongly encourage you to prepare for your interview by utilizing SU's Career Engagement Office.

Career Engagement Office (CEO)

Career Engagement aims to empower students to lead lives of purpose and impact in a changing world. They are your go-to resource at SU for all things career-related, offering career coaching, résumé reviews, interview preparation, and so much more including:

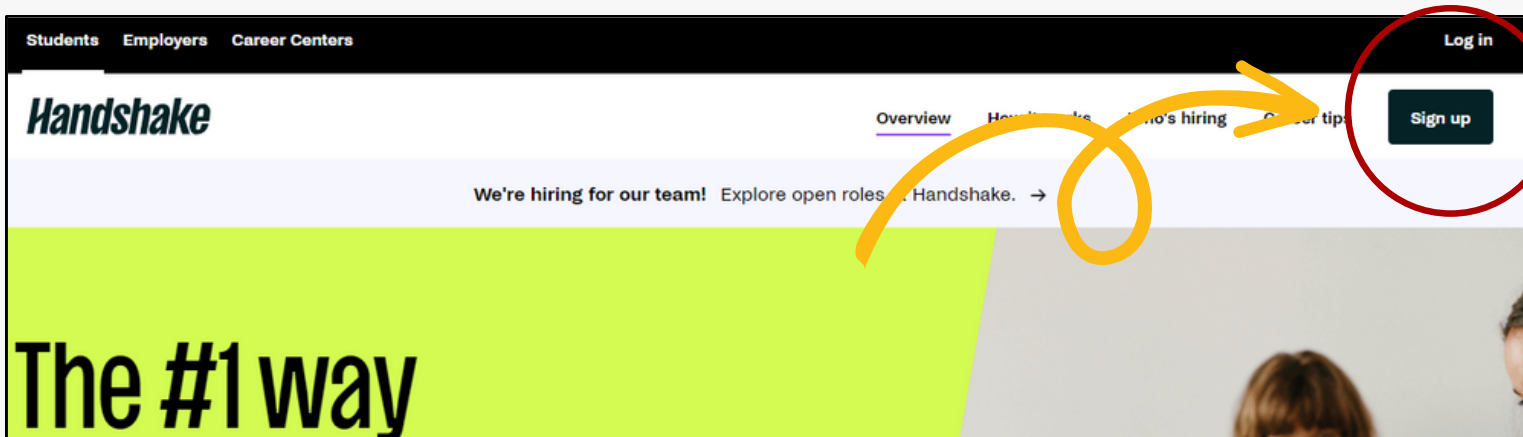
- For 24/7 career resources, [visit CEO's website](#).
- Career Coaching is available Monday through Friday by appointment to discuss resumes, cover letters, interview preparation, and more. [Click here to book an appointment!](#)
- Find individualized support opportunities by exploring CEO's [Identity & Affinity-Based Resources](#).
- Visit, email, or call CEO using the following contact information:
 - Location: Pigott Pavilion for Leadership, Office Suite 110 (PAVL 110)
 - Email: careerengagement@seattleu.edu
 - Phone: 206-296-6080

HOW TO APPLY FOR THE OL POSITION

Follow these instructions to complete your OL application. If you need help navigating Handshake, the application, or have questions, email us at orientation@seattleu.edu and we can help you

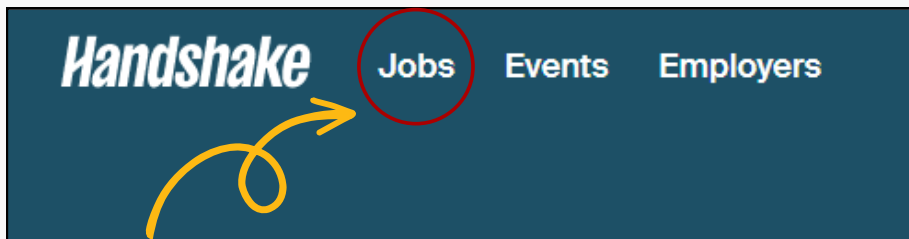
STEP 1

Click this link to go to Handshake: seattleu.joinhandshake.com/login. Then, Log In to your account or Sign Up if you do not have a Handshake Account. If you are signing up for the first time, make sure to use your Seattle University email.



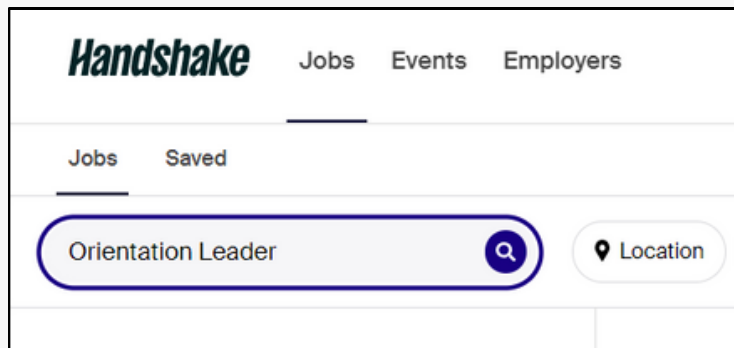
STEP 2

After Log In to your account, select "Jobs" in the top right corner



STEP 3

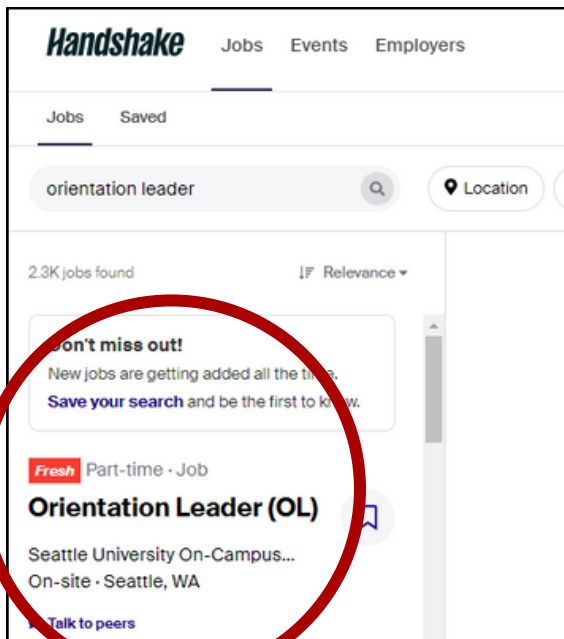
Search for "Orientation Leader".



HOW TO APPLY - CONTINUED

STEP 4

Select the Orientation Leader (OL) job posting. Make sure to read through the job description and requirements




STEP 5

After reading through the job description, click "Apply Externally." Then, click "Step 2: External Application."


Part-Time · On Campus Student Employment

Orientation Leader (OL)

 **Seattle University On-Campus Employment**
On-site · Seattle, WA

About the role

| | | |
|------------------------------|-------------------|---------------------|
| Application deadline | Posted date | Seasonal role |
| January 25, 2024 12:00 AM | December 14, 2023 | (3/28/24 - 10/3/24) |
| Estimated pay | Location type | |
| \$19.97 per hour | On-site | |

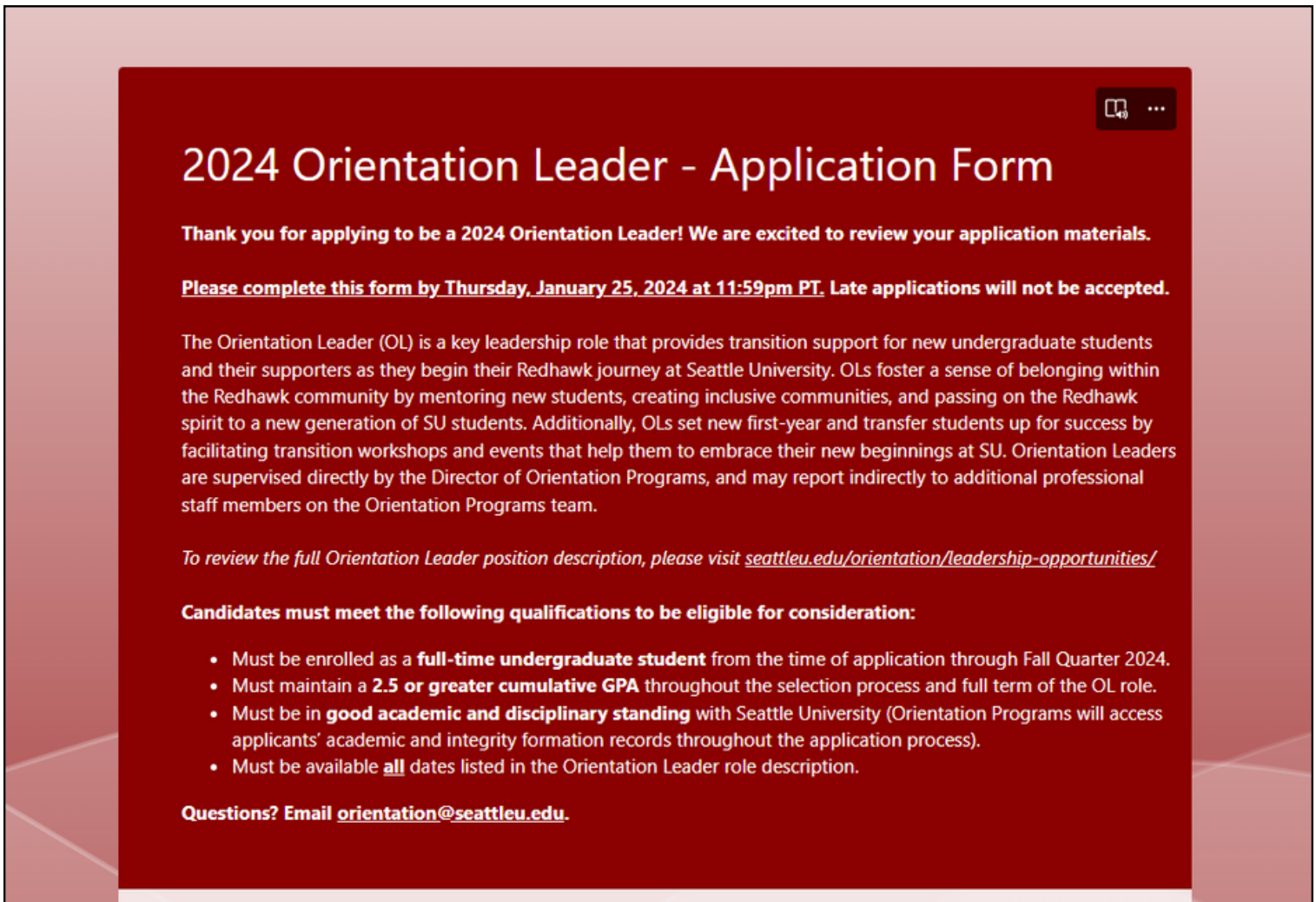
 [Apply Externally](#)



HOW TO APPLY - CONTINUED

STEP 6

You will now be viewing the 2024 Orientation Leader - Application Form. Please read the instructions and questions carefully. Then, complete the entire form.



The screenshot shows a red-themed page titled "2024 Orientation Leader - Application Form". It includes a thank you message, a deadline of Thursday, January 25, 2024 at 11:59pm PT, a description of the role, and a list of qualifications. The page also includes a link to the full position description and contact information for questions.

2024 Orientation Leader - Application Form

Thank you for applying to be a 2024 Orientation Leader! We are excited to review your application materials.

Please complete this form by Thursday, January 25, 2024 at 11:59pm PT. Late applications will not be accepted.

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 SU students. Additionally, OLs set new first-year and transfer students up for success by facilitating transition workshops and events that help them to embrace their new beginnings at SU. Orientation Leaders are supervised directly by the Director of Orientation Programs, and may report indirectly to additional professional staff members on the Orientation Programs team.

To review the full Orientation Leader position description, please visit seattleu.edu/orientation/leadership-opportunities/

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

- Must be enrolled as a **full-time undergraduate student** from the time of application through Fall Quarter 2024.
- 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 in the Orientation Leader role description.

Questions? Email orientation@seattleu.edu.

QUESTIONS?

If you have any questions about Orientation or the OL position, application, or interview process, please do not hesitate to contact us!

Email: orientation@seattleu.edu

Phone: 206-296-2525