



OMA-Admissions Liaison

Office of Multicultural Affairs
Office of Undergraduate Admissions

Supplemental Application and Information Packet

Office of Multicultural Affairs

Seattle University
Student Center 320
901 12th Avenue | P.O. Box 222000
Seattle, Washington 98122
(O) 206.296.6070
(F) 206.296.6073
oma@seattleu.edu

Office of Undergraduate Admissions

Seattle University
Admissions and Alumni Building
901 12th Ave., P.O. Box 222000
Seattle, WA 98122
(O) 206.296.2000
(F) 206.296.5656
admissions@seattleu.edu

GENERAL INFORMATION

The role of an OMA-Admissions Liaison is to assist both the Office of Admissions and the Office of Multicultural Affairs with the recruitment and guidance of first-year and transfer students at Seattle University. The liaisons will reach out to traditionally underrepresented population groups in hopes of fostering a sense of community and diversity at Seattle University. These groups include: racial minority groups, LGBTQ students, first-generation students, commuter students, and economically-disadvantaged students.

The Office of Multicultural Affairs (OMA) and Office of Admissions will collaborate to select a group of mature and dedicated undergraduate leaders to be OMA-Admissions Liaisons. They are expected to possess a specific body of knowledge about SU acquired through experience and training, and they must be sincerely interested and skillful in utilizing this information for the development of the Seattle University community.

JOB DESCRIPTION

Responsibilities

- Introduce prospective students to the university by maintaining an open, helpful attitude and using effective communication skills
- Attend at least two coordinated events per quarter
- Serve as a positive representative of the university to potential new students and their families
- Assist in recruiting activities such as Open Houses, Information Nights, Preview Days, Sullivan Day, college fairs, high school visits, and other events
- Participation in group visit events such as student panels or presentations
- Read and respond to admissions-related emails on Seattle University account in a prompt manner
- Meet on a monthly basis for an OMA-Admission Liaison staff meeting
- Acquire working knowledge of the SU admissions process and information pertinent to first-year and transfer students

Qualifications

- Leadership potential and experience
- Good disciplinary standing
- Good academic standing, with minimum cumulative and major grade point averages of 2.5
- Commitment to the mission of the OMA-Admissions Liaison Team and Seattle University
- Demonstrated strong interpersonal and communication skills
- Ability to work effectively with a diverse group of team members, students, parents, and university staff
- Desire to learn about the university's community, programs, admissions policies, and procedures
- Demonstrated record of flexibility, responsibility, and willingness to assist others
- Desire to grow, learn, and reflect on self as a leader and individual

Position Benefits

- Acquired communication and presentation skills
- Gained leadership development experience
- Increased knowledge of Seattle University
- Built relationships with Seattle University staff, faculty, and community
- Compensation in the form of Seattle University clothing and/or gear

Terms and Conditions of Selection

- Commitments for this position will begin with training during WQ 2012 and recruitment activities in SQ 2012
- Must be a returning student for the 2012-2013 academic year with at least one quarter of SU credit
- Must remain in satisfactory academic and disciplinary standing for the academic year
- Must be present and on time without exception for all scheduled training sessions and work assignments

SELECTION TIMELINE AND IMPORTANT DATES

Applications Available.....	December 2011
Application Deadline	Monday, January 23, 2012, 4:30 p.m.
Individual Interview Sign-ups.....	<i>Sign up when returning application</i>
Individual Interviews.....	January 30 - February 3, 2012
Selection Announcement	Tuesday, February 7, 2012
Acceptance Deadline	Friday, February 10, 2012
Training Meeting	Tuesday, February 21, 12:20-1:30pm
Training Meeting	Thursday, February 23, 12:20-1:30pm
Training Meeting	Wednesday, February 29, 6:00-8:00pm

MEETINGS AND TRAININGS

Training for the OMA-Admission Liaisons will take place during the month of February and will entail two lunch hours and one evening training. These training sessions are mandatory for all those who accept this leadership position. If you are unable to make any of the training sessions listed above, please submit an explanation with your application so that appropriate accommodations can be made.

Liaison meetings will take place once a month at the discretion of the program coordinators, and every effort will be made to accommodate the schedules of the Liaisons.

PRINCIPLES FOR STUDENT LEADERSHIP

OMA and Office of Admissions have high expectations that Liaisons exemplify the Student Development Division's Principles for SU Student Leadership: Self-Awareness, Commitment, Professionalism, Inclusiveness, Ethical Use of Power, Academic Excellence, and Exemplary Conduct. Furthermore, as a student elected, selected, or appointed to a leadership position at Seattle University, you are a role model for your peers and you are expected to comply with University policies and local, state, and federal laws.

Seattle University
2011 – 2012 ADMISSIONS TEAM LIAISON APPLICATION

Completed application materials must be submitted by **Monday, January 23, at 4:30 p.m. to the Office of Multicultural Affairs (Student Center 320)**. Questions about the program and application process should be directed to Monica Nixon (mnixon@seattleu.edu or 206.296.6078).

On a separate sheet of paper, answer the following questions in no more than 150 words apiece. Please type your responses and submit them with your Common Application materials.

1. What interests you in the OMA-Admissions Liaison position?
2. Describe a situation where you applied your leadership and cultural competency skills.
3. What does diversity mean to you? Please give a personal example with your answer.

In order for your application to be considered, we must receive all the following by Monday, January 23, 2012:

- Student Development Leadership Common Application
- OMA-Admissions Liaison supplemental application
- Résumé describing your on- and off-campus commitments, including work study
- Addendum, if you are unable to attend any of the training and/or program dates
- Sign-up for an individual interview time (sign up in OMA when turning in application materials)

Please include your name on all your materials.

I acknowledge that the information contained in this application is factual and is a realistic assessment of my abilities. I will notify the Office of Multicultural Affairs and the Office of Admissions if any of the information I have provided changes. Because I recognize that being an OMA-Admissions Liaison carries with it both privileges and responsibilities, I hereby give permission to the Office of Multicultural Affairs to obtain information about my academic and judicial standing. This information will be used for the sole purpose of determining my eligibility to serve as an OMA-Admissions Liaison.

Your signature below also indicates that you have read and understood the expectations of the OMA-Admissions Liaison position, as outlined in this supplemental application packet.

Signature _____ **Date** _____