Throughout the year, Orientation Advisors, as part of Orientation Programs, are responsible for welcoming and supporting new members of the Seattle U community, including first-year students, transfer students, and their family members/guests. Orientation Programs is responsible for coordinating 2-day Orientation sessions geared toward First-Year students, and 1-day Orientation sessions geared toward Transfer students. OAs must exhibit leadership qualities both inside and outside the classroom, be full of Redhawk spirit, passionate about helping people, and possess a desire to develop their own leadership potential.

Qualifications
- Must have, and maintain, a 2.5 GPA or better, and be enrolled as a full-time, undergraduate student
- Must be in good academic and disciplinary standing
- Must be available for OA Training sessions in Spring Quarter
- Must be available to work our programs including orientation sessions in the Summer, Fall, Winter, and Spring

Highlighted Responsibilities
- Assist in the preparation of Orientation and Welcome Week programming in the Summer, Fall, Winter, and Spring
- Serve as a positive representation of the Seattle U community to all new students and their families/guests
- Perform in various presentations and performances on stage in front of students and families/guests
- Facilitate small group interaction on various topics during Orientation and Welcome Week
- Make oneself visible and easily identifiable as an Orientation Advisor and serve responsibly in that role.
- Take an active role in promoting inclusivity through language and behavior to guarantee no student feels left out or uncomfortable in our programming
- Collaborate with Orientation Coordinators to plan, develop, and implement elements of our Orientation and Welcome Week endeavors
- Communicate virtually with newly confirmed students to build rapport with your small group members, and build upon that connection when they appear in person at Orientation
- Co-facilitate new student small-group opportunities with Welcome Week Guides
- Help facilitate workshops with campus partners during Welcome Week
- Engage with new students and support them throughout their transition to Seattle U
Time Commitments*

- Attend Spring Quarter OA Training sessions. Official date TBD
- Participate in iLead Student Leader Training on campus: April 24-25
- Attend a comprehensive Summer OA Training in June
- Lead Orientation sessions for first-year and transfer students
- Facilitate Welcome Week programming Sept. 19 -28
- Plan and engage in various programing throughout Fall Quarter to assist first year students during their transition to Seattle U (less than 5 hours a week)
- Lead Orientation sessions scheduled for Winter and Spring Quarters of 2021 (dates TBD)

* The time commitment during Summer Orientation and Welcome Week is quite intense. OAs will not have time for other jobs or commitments during this period.

Compensation*

- $2500 stipend for Spring/Summer employment (May – July)
- $250 stipend for Fall employment (September – October)
- $250 stipend for Winter/Spring orientations (November, December, March)
- On-campus housing (if needed) during the summer
- $250 meal allowance for Summer/Fall
- Select meals during training sessions, and meals during Orientation programs
- Building a strong community of friends by being part of a dynamic, fun-filled team!!

Hiring Timeline

- The application for OA is open Dec 2nd - January 31st.
- Candidates will receive an email regarding the group process and individual interviews by Feb 2nd.
- Group process and individual interviews will be conducted throughout February.
- Candidates will receive notification of a decision by March 7th with further details.
- The Welcome Week Guide application will be open on ConnectSU prior to March 7th.
- OAs and WWGs will be contacted to apply for the Orientation Coordinator position in Fall Quarter 2020.

Non-Discrimination Policy:
Seattle University does not discriminate on the basis of 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 on the basis of genetic information in its employment related policies and practices, including coverage under its health benefits program.