

SEATTLEU

Orientation Programs

2021-2022 Orientation Coordinator

Position Description

Purpose:

Orientation Coordinators (OCs) are student leaders, who have proven their leadership ability by serving new students, their peers, faculty, staff, and families/guests of the Seattle U community while leading by example. The Orientation Coordinator role is a unique opportunity to advance your leadership skills, develop new professional abilities, and to continue to serve the Seattle U community and make an impact on the experience of new students and their families. Orientation Coordinators are a critical resource who help other student leaders discover their own talents as Orientation Advisors.

Central Responsibilities:

- Develop student leader application process to recruit a talented, diverse, and enthusiastic pool of candidates.
- Design and facilitate information sessions for OA position, which will be one component of a recruitment plan to reach a broad array of SU students.
- Work closely with Director and Graduate Assistants to develop a strong leadership team for Orientation Programs.
- Communicate and collaborate with fellow Orientation Coordinators to develop a high-functioning, independent, motivated, and supportive leadership team.
- Work in the office weekly to support Orientation programs and initiatives, including regular meetings with Director and Graduate Assistants and/or other OCs.
- Participate in the Intern hiring process in Winter Quarter.
- Develop and facilitate trainings for OAs that will enable them to be outstanding leaders and a highly valuable resource to new students and their supporters.
- Provide general direction supervision for OAs, which includes helping to provide motivation, creating space for community-building, and offering constructive feedback to help their own growth and job performance.
- Planning, development, and implementation of Orientation programs and continued opportunities for OAs to connect with new students.
- Serve as an expert for OAs, staff, faculty, new students and families during Orientation and be willing to problem-solve and trouble shoot issues independently.
- Help to facilitate the Welcome Week Planning Group and plan department-sponsored Welcome Week events and activities.
- Develop videos and live performances to be presented during Orientation and Welcome Week, as a different medium for delivering content.
- Collaborate with Graduate Assistants (GAs), NODA Intern, and professional staff to develop welcoming spaces in our office for all incoming students.
- Other duties as assigned.

Qualifications:

In order to perform the Orientation Coordinator role to the best of their abilities, successful candidates must:

- Maintain full-time status as an undergraduate Seattle University student

- Have established a 2.5 cumulative GPA or better
- Have previous experience working as a student leader on campus
- Be able to excel and thrive in a team environment
- Exhibit exceptional professionalism and a strong work ethic
- Respect and protect University resources (property, responsible spending, sustainable practices, etc.)
- Be in and remain in good academic and disciplinary standing at the University
- Demonstrate a commitment and motivation to improve the experiences and inclusion of diverse populations
- Commit to upholding the mission and values of Seattle U
- Be able to provide outstanding customer service in multiple mediums (telephone, email, social media, and in person)
- Ability to anticipate the needs of orientation programming, the Director, GAs, fellow OCs, and OAs
- Appreciate and advocate for the experiences of all new Seattle U students and their families/ guests
- Have alacrity to be in a community with and a leader to OAs

CHRONOLOGICAL RESPONSIBILITIES:

(Subject to change) Actively participate in preparation, planning and implementation of programs including but not limited to:

- **December 2020**
 - Create marketing materials to recruit for the OA position
- **January 2021**
 - Attend OC training (TBD)
 - Attend Transfer Orientation and shadow outgoing OCs (TBD)
 - Assist in the recruitment, selection and interview process of Orientation Advisors
- **February 2021**
 - Participate in weekly OC meetings and February daily interviews
 - Participate in OA group interview day (TBD)
 - Assist Director and GAs in preparation of OA Spring Training and convening Welcome Week Planning Group
 - **Optional* NODA Conference
- **March 2021**
 - Continue preparations for OA Spring Training
 - Assist with Spring Orientation (TBD)
- **April 2021**
 - Attend and Present at iLead (April 23rd – 24th)
- **May 2021**
 - Assist Administrative Coordinator with Orientation Registration Process.
 - Finalize Summer Training under the GA supervision
- **Summer 2021 (TBD)**
 - Be available for **full-time**, OC responsibilities and implementation of programming throughout the summer.
 - Required OC office hours will be Monday-Friday, 9:00am-4:30pm
 - Actively participate in OA Summer Training (This includes presenting and helping with guidance)
- **Fall 2021 (TBD)**
 - Assist Director and GAs in preparation and implementation of Welcome Week in September
 - Welcome Week Team Training (dates TBD)
- **Late Fall Quarter**
 - Participate in next year's OC selection process

- **Virtual Addendum:**

- Some of these responsibilities are subject to change in lieu of the COVID-19 pandemic. Many of these responsibilities continue without interruption in a virtual setting, primarily through Zoom.
- The applicant should be comfortable working with creating a welcoming virtual environment for the team, but also current and incoming students and their supporters.
 - Self-accountability and proficiency with online tools such as Zoom and Teams is highly encouraged, but not required for the position.

COMPENSATION:

- OCs will be paid an hourly rate of \$16.40 / hour and per federal regulations will not be allowed to work over 20 hours per week while classes are in session. OCs will work up to 40 hours during the Summer. This position is not eligible for overtime.
- The total number of work hours are assigned per the director's discretion and needs of the department. As such, the total week hours will fluctuate, but will be communicated in advance, primarily at the beginning of every quarter.
 - OCs must be fully available through the summer and Welcome Week.
- OCs will receive on-campus housing for the Summer, as well as a stipend for meal money.

1) 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. Violation of these policies and laws jeopardizes the reputation of your office/organization and negatively impacts your credibility in serving students. As such:

- a. A student leader who is placed on disciplinary probation (*Code of Student Conduct, Section 3.4*) will no longer be able to serve in this role for 12 months or until the end of the probationary period.
- b. A student may appeal the judicial decision in accordance with the procedures outlined in the *Code of Student Conduct*.
- c. Students who are on disciplinary probation at the time of application will not be considered for these leadership positions.

2) Orientation Programs is committed to hiring a diverse, well-rounded team and we encourage any and all candidates to apply for this position.

OC Application Process 2021-2022

Applications Due: Friday October 16th at 11:45PM

Interview Dates: October 26th - October 30th (Virtual through Zoom)

Decision Made: November 2nd.