



2021 Orientation Advisor (OA) Position Description

Orientation Programs

Position Summary

Throughout the year, Orientation Advisors (OA), 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/supporters. Orientation Programs is responsible for coordinating orientation programming (both virtual and in-person) geared towards transition of first-year and transfer students into college. As peer leaders OAs mentor new students, facilitate transition programming, and pass on the Redhawk spirit to a future generation of SU students.

Qualifications

- Must be enrolled as a full-time, undergraduate student and maintain a 2.5 cumulative GPA or greater.
- Must be in good academic and disciplinary standing with Seattle University.
- Must be available for training sessions during Spring Quarter and Summer.
- Must be available to work orientation programs Summer 2020 through Spring 2021.

Highlighted Responsibilities

- Collaborate with orientation leadership to plan and implementation of orientation programming. This includes summer orientation, welcome programming each quarter, and support and social opportunities for new students throughout the year.
- Facilitate small group interaction on various topics both virtually and in person.
- Communicate virtually and in-person with new students to build rapport and connection with and between them.
- Serve as an engaged mentor to new students.
- Participate in presentations and programs on stage in front of students and supporters.
- Assist campus partners in their orientation sessions.
- Serve as a visible front-line representative of Seattle University to new students, their supporters, and campus partners.
- Maintain professional communications in-person and virtually.

Time Commitments*

- Attend Spring Quarter OA Training sessions; weekly for two hours through the quarter. Dates TBD.
- Participate in iLead Student Leader Training: April 23-24, 2021.
- Attend a comprehensive Summer OA Training in June.
- Lead Orientation sessions for first-year and transfer students.
- Facilitate welcome programming during Summer, Fall, Winter, and Spring quarter.
- Plan and engage in various programming throughout Fall Quarter to assist first year students during their transition to Seattle U.
- Lead Orientation sessions scheduled for Winter and Spring Quarters of 2022 (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

- OA's will be paid an hourly rate of \$16.40 / hour.
- Per federal regulations will not be allowed to work over 20 hours per week while classes are in session. This restriction is lifted 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.
- OAs will have opportunity to move in early to on-campus housing in the Fall and will receive a meal stipend to cover meals during in-person orientation commitment dates.

Hiring Timeline

- Application Opens: November 16th, 2020
- Application Closes: January 15th, 2021 at Noon PST
- Group Interview Process: Jan. 22nd or Jan. 23rd (candidate must attend one)
- Individual interview*: Jan. 26th – Feb. 19th.
- Candidates receive decision: Week of February 22nd, 2021

***Candidates may or may not be invited to participate in an individual interview.**

Application Materials

- Please upload an up-to-date resume.
- In addition to submitting an up-to-date resume, we ask all applicants to submit responses to a series of reflective questions. Please download the questions [HERE](#), complete the worksheet, and upload your responses as part of the application materials.

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.