

## 2021 Welcome Guide Position Description

### Orientation Programs

#### Position Summary

Welcome Guides, 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 the transition of first-year and transfer students into college. As peer leaders, Welcome Guides partner with Orientation Leaders to mentor new students, facilitate transition programming and pass on the Redhawk spirit to a future generation of SU students. Welcome Guides work for a short period of time including a week of training and implementation of Fall Welcome in September.

#### Qualifications

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- Must be in good academic and disciplinary standing with Seattle University.
- Must be available for training sessions in September.
- Must be available to work orientation programs during Fall Welcome.

#### Highlighted Responsibilities

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- 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 in front of students and supporters.
- Assist campus partners in their Fall Welcome 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\*

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- Attend Fall Training September 13-17.
- Facilitate welcome programming during Fall Welcome, September 18-26.

**\* The time commitment during these weeks is high. Welcome Guides will have limited time for other jobs or commitments during the period before classes begin on September 22.**

#### Compensation

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- Welcome Guides will be paid an hourly rate of \$16.69 / hour.
- Prior to classes beginning, Welcome Guides may work up to 40 hours per week. Per federal regulations will not be allowed to work over 20 hours per week while classes are in session. This position is not eligible for overtime.
- Welcome Guides will have the 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

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- Application Opens: May 12, 2021
- Application Closes: May 28, 2021
- Individual Interview: May 17-June 18, 2021
- Candidates receive a decision: After Interview

## Application Materials

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- Please complete an application [HERE](#).

## 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.