

## 2026 First Hill Orientation Leader (OL) – Role Description and Application

### SUMMARY OF THE OL ROLE

The Orientation Leader (OL) is a key leadership role that provides transition support for new undergraduate students and their supporters as they begin their Redhawk journey at Seattle University. OLs foster a sense of belonging within the Redhawk community by mentoring new students, creating inclusive communities, and passing on the Redhawk spirit to a new generation of Seattle U students. OLs set new first-year and transfer students up for success by facilitating transition workshops and events that help them embrace their new beginnings at Seattle U. OLs are supervised directly by the Director of Orientation Programs and report indirectly to Orientation Programs' professional staff.

### QUALIFICATIONS FOR CANDIDATE ELIGIBILITY

To be eligible for consideration, candidates must:

- Be enrolled as a full-time undergraduate student who completes their degree no earlier than December 2026. **Graduate and Law students are not eligible.**
- Maintain a **2.5 or greater cumulative GPA** throughout the selection process and full term of the OL role.
- Be in good academic and disciplinary standing with Seattle University (Orientation Programs will access applicants' academic and integrity formation records throughout the application process).
- Be available for **all required dates** listed below.

#### **What if I applied for a position with Housing and Residence Life?**

**Candidates who have applied for positions with Housing & Residence Life (HRL) AND for the Orientation Leader (OL) position will not be able to accept both offers. You will be required to only accept one position once you know of both jobs' status.**

- We recognize candidates will not know their HRL offer status until early April 2026 and OL candidates are notified of offer status late February 2026. If you are offered the OL position in February and are still in the HRL candidate pool through April, you will receive a Conditional Hire Offer Letter from Orientation Programs that outlines further details about your timeline for notifying both offices which position you plan to accept.
- If provided both offers, students will be afforded the opportunity to accept whichever offer they prefer, and should not feel pressured to make a decision without all relevant offers available to them.

Our teams are here to help support your discernment in the process of choosing which position will be the best decision for you. Please reach out to our teams if you would like to discuss this further.

#### **What if I am applying for another position (not HRL) on campus?**

Orientation Programs encourages OL candidates to continue seeking roles on campus that align with their passions and offer professional development opportunities. If you are hired as an OL and hired in another on-campus job, the Director of Orientation Programs will coordinate your September work schedule with your other on-campus supervisor to balance the needs of both jobs and keep you within the federal maximum number of work hours per week. While not guaranteed, students are able to be an OL while also holding most other jobs on campus.

### OL RESPONSIBILITIES

The OL role is a unique opportunity to advance your leadership skills, develop new professional abilities, and make a lasting impact on others. OLs will engage in the following responsibilities:

#### ***Representative of the Redhawk Student Experience***

- Instill Redhawk spirit and pride into events and conversations with new students and their supporters.
- Share your story and advice to convey the Seattle U student experience to new students and their supporters.
- Contribute student perspectives toward engagement initiatives led by Orientation Programs.
- Serve as a representative of Seattle U while creating a positive customer service experience for new students and their supporters.
- Support new students' academic success by providing guidance on academic resources, study strategies, and campus academic support services.

### **Community Building**

- Foster individual and group connections with new students and their supporters.
- Guide a group of new students through their Summer Orientation and Fall Welcome experience.
- Partner with campus leaders to support a positive move-in experience for new students and their supporters.
- Facilitate group dialogue with new students about topics related to their transition to SU, including how to get involved on campus, finding academic success, personal reflection, and the realities of college life.

### **Event and Workshop Facilitation**

- Assist with logistical support and management of large-scale events including Redhawk Launch, Transfer Student Orientation, Fall Welcome Kickoff, Playfair, Seattle U Class Photo, New Student Convocation, Battle of the Hawks, Redhawk Ring-In, and Mass of the Holy Spirit.
- Facilitate transition support workshops and events focused on topics related to leadership development, creating inclusive communities, getting involved on campus, and personal goal setting.
- Lead groups of new students on Seattle Excursions, showing them how to navigate public transportation and embrace curiosity while exploring their new environment.

### **Leadership Development**

- Attend and participate in a comprehensive leadership and professional development training program.
- Demonstrate leadership for the campus community by serving as a peer mentor and model of leadership for new students joining the Seattle U community.
- Encourage new students to seek opportunities for leadership on campus.

### **Please note:**

- This is not an exhaustive list of all responsibilities performed by OLs. OLs will also complete other duties as assigned. Functions of the role may change as determined by the needs of Orientation Programs.
- Candidates must be able to perform all job functions with or without accommodation.

## **TIMELINE OF RESPONSIBILITIES**

Below is a broad overview of responsibilities broken down by term:

### **Spring Quarter 2026**

- Attend and participate in all Spring Training sessions (see dates/times below).

### **Summer Quarter 2026**

- Attend and participate in training sessions as needed for Summer Orientation events (see dates/times below).
- Assist with all assigned responsibilities during Summer Orientation events (see dates and times below).

### **Fall Quarter 2026**

- Attend and participate in all Fall Training sessions (see dates and times below).
- Assist with all assigned responsibilities during Fall Welcome (see dates/times below).

## **REQUIRED DATES**

The following dates are considered “Blackout Dates.” **This means you are required to be present and available without any other commitments.** On these dates, the OL position is your priority. Training and work hours completed on these dates cannot be made up or rescheduled. **Any anticipated conflicts with these dates that you know of at the time of application should be noted in your application.** If you have a time/date conflict, we encourage you to still submit your OL application and/or set up a meeting with the Director of Orientation Programs before submitting your application so we can discuss what flexibility or options may be possible. Some, but not all, conflicts may be able to be accommodated. Conflicts will be considered on a case-by-case basis.

## Notes:

- We recognize that extenuating circumstances, such as illness or personal emergencies, may overlap with the dates below. The Director of Orientation Programs will work with team members on an individual basis to discuss any circumstances that arise.
- **All OLs must plan to arrive in Seattle no later than Monday, September 7, to be prepared to start training on Tuesday, September 8.**
  - If you are living in an on-campus residence hall (Bellarmine, Campion, Xavier, Chardin, Murphy, Kolvenbach), there will be no additional charge to your Housing bill for early arrival. Move-in dates will be coordinated by Housing and Residence Life and communicated to OLs in August.
  - If you are living in affiliated housing (The Douglas, Vi Hilbert Hall), you must discuss any changes to your lease directly with your leasing company.
  - If you are living off-campus, you will need to plan accordingly.

RESPONSIBILITY	DATE		TIME
<b>Spring Training</b>	Thursday, April 9 Thursday, April 16 Thursday, April 23 Thursday, April 30	Thursday, May 14 Thursday, May 21 Thursday, May 28 Thursday, June 4	6pm-8pm (all sessions)
<b>OL Retreat</b>	Saturday, April 25		9:30am-2:15pm
<b>Redhawk Launch Session 1</b> (if available) <i>Overnight housing provided July 12 &amp; 13.</i>	Sunday, July 12		1pm-4pm
	Monday, July 13 – Tuesday, July 14		All day
<b>Redhawk Launch Session 2</b> (if available) <i>Overnight housing <u>not</u> provided.</i>	Thursday, July 16		1pm-4pm
	Friday, July 17		All day
<b>Redhawk Launch Session 3</b> (if available) <i>Overnight housing <u>not</u> provided.</i>	Sunday, July 19		1pm-4pm
	Monday, July 20		All day
<b>Redhawk Launch Session 4</b> (if available) <i>Overnight housing provided July 22 &amp; 23.</i>	Wednesday, July 22		1pm-4pm
	Thursday, July 23 – Friday, July 24		All day
<b>Transfer Orientation</b> (if available) <i>Overnight housing <u>not</u> provided.</i>	Wednesday, August 26		1pm-4pm
	Thursday, August 27		All day
<b>Fall Training</b>	September 8-11		All day
<b>Fall Welcome Prep &amp; Early Arrival Events</b>	September 14-18		All day
<b>Fall Welcome</b>	September 19-22		All day
<b>Mass of the Holy Spirit</b>	Thursday, October 1		9am-12pm

Note: All dates are for 2026 calendar year.

## STUDYING ABROAD

If you are, or plan to be, studying abroad during one or more of the following terms, please review the information below for details about your eligibility to apply and any differences in your OL experience, should you be hired:

	WQ26	SQ26	RQ26	FQ26
<b>Eligible to Apply?</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
<b>Difference in Role</b>	Complete interview virtually instead of in-person.	You are <b><u>not</u></b> eligible to apply for the OL position; all new OLs are required to be at Spring Training.	N/A - must check email regularly for communications to plan for Fall.	You are <b><u>not</u></b> eligible to apply for the OL position; all OLs are required to be at Fall Training and Fall Welcome.

## Multiple Terms Abroad

If your abroad timeline will take place over multiple terms, please contact Nick Cubita at [cubitan@seattleu.edu](mailto:cubitan@seattleu.edu) to discuss prior to applying.

## COMPENSATION AND WORK HOURS

### Compensation Rate

OLs will be paid **\$21.30/hour** for all hours worked.

### Total Compensation

OLs will receive approximately **\$2,193.90** as total estimated compensation (before taxes). See Appendix A for detailed breakdown of weekly earnings. This total amount may change as hours are adjusted throughout the term of the role. OLs who work Summer Orientation sessions will receive additional compensation at the hourly rate. See Appendix A for detailed breakdown of estimated amounts.

### Federal Regulations and Student Employee Work Hour Limits

Per federal regulations:

- Student employees are not allowed to work over 20 hours/week while actively taking classes.
- Student employees are not allowed to work over 40 hours/week when not actively taking classes.
- OLs with additional on-campus jobs are responsible for managing weekly hours between the Director of Orientation Programs and their other on-campus supervisor to mitigate working beyond the legal limit of work hours per pay period.
- **If working Redhawk Launch Session 1 and/or 4, OLs will NOT be permitted to work more than the following hours for any other on-campus position to abide by federal regulation:**
  - If currently taking classes, no additional hours for any on-campus position.
  - If not currently taking classes, no more than 20 additional hours for any on-campus position.
- **Between September 8 – September 11, 2026, OLs will NOT be permitted to work more than the following hours for any other on-campus position to abide by federal regulation:**
  - If currently taking classes, no additional hours for any on-campus position.
  - If not currently taking classes, no more than 20 additional hours for any on-campus position.
- **Between September 14 – September 26, 2026, OLs will NOT be permitted to work any hours for any other on-campus position to abide by federal regulation.**

### Additional Compensation Notes

- This position is not eligible for overtime.
- Student employees accrue 1 hour of sick time for every 30 hours worked.
- Student employees do not accrue paid time off or vacation hours.
- Students are paid bi-weekly on the 10<sup>th</sup> and 25<sup>th</sup> of every month, through direct deposit.
- The total number of hours is assigned based on the needs of Orientation Programs. Hours may be subject to change at the discretion of the Director of Orientation Programs.

## APPLICATION PROCESS

Please review the following applications steps and selection timeline carefully:

### Application Timeline

Date(s)	Event or Task
Tuesday, January 27	Applications due by 12:00pm PT.
Monday, February 2	<b><u>New OL Candidates:</u></b> You will be notified via email whether or not they are offered an interview.  If selected to interview for the OL position, invitations will include a link to sign up for interviews based on candidates' availability. All candidates offered interviews will participate in:

	<ul style="list-style-type: none"> <li>One 30-minute individual interview.</li> <li>As part of the interview round, candidates will give a 5-minute presentation to the hiring team. More details to come as interviews are scheduled.</li> </ul> <p><b><u>Returning OL Candidates</u></b> You will not participate in the interview process. You will be notified whether you are moving forward with the candidate pool.</p>
<b>Tuesday, Feb. 3 – Saturday, Feb. 7 Monday, Feb. 9 – Friday, Feb. 13</b>	New OL candidates offered an interview will meet with the Orientation Team for an Individual Interview.
<b>Monday, February 23</b>	All candidates will be notified of hiring decisions.
<b>Friday, February 27</b>	<p>Candidates who receive hiring offers must confirm acceptance of the position by 12:00pm PT.</p> <p><b><i>**Note: Candidates who are in the HRL Student Leader process must confirm acceptance of the position by 12:00pm PT on Tuesday, April 7, 2026.</i></b></p>
<b>Wednesday, March 4</b>	<p>Candidates who confirm acceptance will attend <b>Signing Day</b> from 4pm-5pm PT.</p> <ul style="list-style-type: none"> <li>This is an opportunity to complete paperwork, ask questions, and meet the 2026 Orientation Team! This is not a paid work hour.</li> </ul>
<b>Friday, March 6</b>	<p>Candidates who accept the OL offer must complete their new hire paperwork and in-person Student Employment Appointment by 4:00pm PT. Completing paperwork includes the following steps:</p> <ul style="list-style-type: none"> <li>Signing SEAF (Student Employment Action Form) online.</li> <li>Meeting with Student Employment in person to review I-9, W-2, and Direct Deposit forms and <a href="#">I-9 original documents</a>.</li> <li>International Students: <ul style="list-style-type: none"> <li>If you do not have a Social Security Number (SSN), you will need to Schedule an appointment with the SSN Office.</li> <li>For more information, visit <a href="#">Hiring Steps for International Students</a></li> </ul> </li> </ul> <p><i>Note: Candidates who receive offers will be provided with step-by-step instructions and deadlines to help you complete your paperwork.</i></p>

Note: All dates are for 2026 calendar year. Timeline subject to change.

### **Application Materials**

To apply for the OL position, complete the following application steps by **Tuesday, January 27, 2026 by 12:00pm PT.**

1. Sign into [Handshake](#) and search for “Orientation Leader.”
2. Open the Orientation Leader position posting and review the job description.
  - Please carefully review all required dates before submitting your application.
3. Complete the “2026 Orientation Leader – Application Form” (link available in Handshake job posting).
  - Complete all personal information and availability questions.
  - Please select “New Applicant” or “Returning Applicant”, then respond to the application questions on this form using 150-300 words for each question:
    - New OL Applicants
      - Why do you want to be an OL? What are you hoping to gain from this position?

- Identify 2 transition challenges that new students experience when coming to college at Seattle University. As an OL, how would you support a new student who is navigating these challenges?
- OLs are expected to foster a sense of belonging for students and supporters of all identities and backgrounds. What strategies would you use to promote an inclusive environment at Orientation?
- After reading the OL Responsibilities in the 2026 OL Job Description, please share 2 life experiences you have had that would make you successful in the OL role.
- Returning OL Applicants
  - Why do you want to return to the OL team? What are you hoping to gain by continuing in this role?

4. Complete your application on [Handshake](#).

**NOTE: If you do not complete the “2026 Orientation Leader – Application Form” and your application on Handshake, your application will not be complete and will not be reviewed for consideration.**

#### 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 or status as a victim of domestic violence, sexual assault, or stalking in its employment related policies and practices, including coverage under its health benefits program.

#### OL POSITION GOALS

The following goals guide the core responsibilities and skill development opportunities for the OL role.

<b>Community Development</b>	<p>An Orientation Leader develops individual and group connections with new students, their supporters, and the Orientation team. An OL does this by . . .</p> <ul style="list-style-type: none"> <li>• Demonstrating empathy and care for others.</li> <li>• Mentoring others through individualized connections.</li> <li>• Fostering positive group dynamics and addressing conflict with civility.</li> </ul>
<b>Personal Growth</b>	<p>An Orientation Leader engages in Jesuit-inspired reflection about their values, personal growth, and holistic wellbeing. An OL does this by . . .</p> <ul style="list-style-type: none"> <li>• Participating in reflective leadership development opportunities.</li> <li>• Making choices for the improvement or sustaining of one’s overall wellbeing and resilience.</li> <li>• Navigating ethical decision-making and creative problem-solving.</li> </ul>
<b>Inclusion &amp; Belonging</b>	<p>An Orientation Leader explores their identity, promotes welcoming environments, and leads new students through cross-cultural dialogue. An OL does this by . . .</p> <ul style="list-style-type: none"> <li>• Building awareness, knowledge, and skills in the areas of diversity, equity, and social justice.</li> <li>• Fostering a sense of belonging for students and supporters of all identities and backgrounds.</li> </ul>

	<ul style="list-style-type: none"> <li>Facilitating dialogue and environments that encourage others to explore inclusive excellence.</li> </ul>
<b>Career Readiness</b>	<p>An Orientation Leader develops and applies a range of transferable skills that will prepare them for future career opportunities. An OL does this by . . .</p> <ul style="list-style-type: none"> <li>Identifying personal strengths and how they apply to work environments.</li> <li>Experimenting with how to effectively balance autonomy and interdependence.</li> <li>Preparing, receiving, and communicating ideas and information effectively.</li> </ul>

## APPENDIX A

Week-by-week hours breakdown for OL position from April 2026 – October 2026. All pay amounts are estimated and subject to change.

Week Start	Week End	Hours	Pay Per Week	Orientation Work/Events
4/6	4/10	2	\$42.60	Spring Training Week 1
4/13	4/17	2	\$42.60	Spring Training Week 2
4/20	4/24	6	\$127.80	Spring Training Week 3 & OL Retreat (9:30am-2:15pm)
4/27	5/1	2	\$42.60	Spring Training Week 4
5/4	5/8	0	\$0.00	NO TRAINING
5/11	5/15	2	\$42.60	Spring Training Week 5
5/18	5/22	2	\$42.60	Spring Training Week 6
5/25	5/29	2	\$42.60	Spring Training Week 7
6/1	6/5	2	\$42.60	Spring Training Week 8
<b>Fall Term Begins</b>				
9/7	9/11	20	\$426.00	Fall Training
9/14	9/19	40	\$852.00	Fall Prep/Early Arrival/RL Session 5
9/20	9/26	20	\$426.00	Fall Welcome
	10/1	3	\$63.90	Mass of the Holy Spirit
			<b>\$2,193.90</b>	

### Additional Compensation for Summer Orientation Events

Start	End	Hours	Pay Per OL	Events
7/12/2026	7/14/2026	20	426	Redhawk Launch 1
7/16/2026	7/17/2026	12	255.6	Redhawk Launch 2
7/19/2026	7/20/2026	20	426	Redhawk Launch 3
7/22/2026	7/24/2026	12	255.6	Redhawk Launch 4
8/26/2026	8/27/2026	10	213	Transfer Orientation