

2025 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.

OL POSITIONAL GOALS

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

| | |
|----------------------------------|--|
| Community Development | <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"> • Demonstrating empathy and care for others. • Mentoring others through individualized connections. • Fostering positive group dynamics and addressing conflict with civility. |
| Personal Growth | <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"> • Participating in reflective leadership development opportunities. • Making choices for the improvement or sustaining of one’s overall wellbeing and resilience. • Navigating ethical decision-making and creative problem-solving. |
| Inclusion & Belonging | <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"> • Building awareness, knowledge, and skills in the areas of diversity, equity, and social justice. • Fostering a sense of belonging for students and supporters of all identities and backgrounds. • Facilitating dialogue and environments that encourage others to explore inclusive excellence. |
| Career Readiness | <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"> • Identifying personal strengths and how they apply to work environments. • Experimenting with how to effectively balance autonomy and interdependence. • Preparing, receiving, and communicating ideas and information effectively. |

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 quarter:

Spring Quarter 2025

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

Summer Quarter 2025

- 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 2025

- 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).

QUALIFICATIONS FOR CANDIDATE ELIGIBILITY

To be eligible for consideration, candidates must:

- Be currently enrolled as a full-time undergraduate student who completes their degree no earlier than December 2025. **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 **all required dates** listed 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 before submitting your application so we can discuss what flexibility or options may be possible.**

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 Sunday, September 7, 2025, to be prepared to start training on Monday, September 8, 2025.**
 - 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 and communicated to OLs during Summer Quarter.
 - 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.

| DATE | RESPONSIBILITY |
|---|--|
| <ul style="list-style-type: none"> • Thursday, April 3, 2025 (5:30pm-6:30pm) • Thursday, April 10, 2025 (5:30pm-7:00pm) • Thursday, April 24, 2025 (5:30pm-6:30pm) • Thursday, May 1, 2025 (5:30pm-7:00pm) • Thursday, May 8, 2025 (5:30pm-6:30pm) • Thursday, May 15, 2025 (5:30pm-6:30pm) • Thursday, May 29, 2025 (5:30pm-7:00pm) • Thursday, June 5, 2025 (5:30pm-6:30pm) | <p>Spring Training <i>(note varying training times per date)</i></p> |
| <ul style="list-style-type: none"> • Sunday, July 6, 2025 (half-day training) • Monday, July 7 – Tuesday, July 8, 2025 | <p>Redhawk Launch Session 1 (if available) <i>(OLs provided required overnight housing on July 6 & 7)</i></p> |
| <ul style="list-style-type: none"> • Wednesday, July 16 (half-day training) • Thursday, July 17 – Friday, July 18, 2025 | <p>Redhawk Launch Session 2 (if available) <i>(OLs provided required overnight housing on July 16 & 17)</i></p> |
| <ul style="list-style-type: none"> • Sunday, July 20, 2025 (half-day training) • Monday, July 21, 2025 | <p>Redhawk Launch Session 3 (if available) <i>(overnight housing <u>not</u> provided)</i></p> |
| <ul style="list-style-type: none"> • Thursday, July 24, 2025 (half-day training) • Friday, July 25, 2025 | <p>Redhawk Launch Session 4 (if available) <i>(overnight housing <u>not</u> provided)</i></p> |
| <ul style="list-style-type: none"> • Wednesday, August 27, 2025 (half-day training) • Thursday, August 28, 2025 | <p>Transfer Orientation (if available) <i>(overnight housing <u>not</u> provided)</i></p> |
| September 8-18, 2025 | Fall Training |
| September 19-26, 2025 | Redhawk Launch Session 5 & Fall Welcome |
| Friday, October 3, 2025 | Mass of the Holy Spirit |

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

| | WQ25 | SQ25 | RQ25 | FQ25 |
|---------------------------|---|---|---|--|
| Eligible to Apply? | Yes | No | Yes | No |
| Difference in Role | Complete individual interview virtually instead of in-person. | <i>You are not eligible to apply for the OL position; all new OLs are required to be at Spring Training.</i> | N/A - must check email regularly for communications to plan for Fall. | <i>You are not eligible to apply for the OL position; all OLs are required to be at Fall Training and Fall Welcome.</i> |

Multiple Quarters

If your abroad timeline will take place over multiple quarters, please contact Nick Cubita at cubitan@seattleu.edu to discuss prior to applying.

COMPENSATION

Total Compensation

OLs will be paid \$20.76/hour. OLs will receive the following as total minimum compensation (before taxes) for Spring and Fall responsibilities:

| Quarter | Hourly Breakdown | Compensation |
|----------------|---|------------------|
| Spring Quarter | 1 hr/week at \$20.76/hr (5 weeks) 1.5 hr/week at \$20.76/hr (3 weeks) (8 weeks of Spring Training) | \$197.22 |
| Fall Quarter | 9/8-9/12: 20 hours at \$20.76/hour 9/15-9/20: 35 hours at \$20.76/hour 9/21-9/23: 20 hours at \$20.76/hour 10/3: 5 hours at \$20.76/hour | \$1660.80 |
| TOTAL | | \$1858.02 |

Additionally, OLs who work Summer Orientation sessions will receive compensation in the following amounts depending on which sessions they work:

| Quarter | Hourly Breakdown | Compensation |
|----------------|--|--------------|
| Summer Quarter | Redhawk Launch Session 1 (7/6-7/8): 20 hours at \$20.76/hour | \$415.20 |
| | Redhawk Launch Session 2 (7/16-7/18): 20 hours at \$20.76/hour | \$415.20 |
| | Redhawk Launch Session 3 (7/20-7/21): 15 hours at \$20.76/hour | \$311.40 |
| | Redhawk Launch Session 4 (7/24-7/25): 15 hours at \$20.76/hour | \$311.40 |
| | Transfer Orientation (8/27-8/28): 15 hours at \$20.76/hour | \$311.40 |

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.

Upon agreeing to the OL position, OLs become responsible for managing their weekly work hours with other student employee positions they may have on-campus so as not to work beyond the federally permissible hours. Additionally:

- **If working Redhawk Launch Session 1 and/or 2, 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 12, 2025, 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 27, 2025, 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 10th and 25th 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 |
|--|--|
| Monday, January 27, 2025 | Applications due by 12:00pm PT. |
| Thursday, January 30, 2025 | All candidates 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"> ● One 45-minute individual interview. ● 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. |
| Monday, February 3 – Friday February 21, 2025 | Candidates offered an interview will meet with the Orientation Team for an in-person Individual Interview. These will take place between 9am-4pm PT, Monday-Friday. |
| Wednesday, February 26, 2025 | All candidates who completed interviews will be notified of hiring decisions. |
| Tuesday, March 4, 2025 | Candidates who receive hiring offers must confirm acceptance of the position by 12:00pm PT. <i>**Note: Candidates who are in the Resident Assistant process must confirm acceptance of the position by 12:00pm PT on Monday, March 17, 2025.</i> |
| Thursday, March 6, 2025 | Candidates who confirm acceptance will attend Signing Day from 12:30-1:20pm PT. <ul style="list-style-type: none"> ● This is an opportunity to complete paperwork, ask questions, and meet the 2025 Orientation Team! |
| Tuesday, March 11, 2025 | Candidates who accept the OL offer must complete their new hire paperwork and in-person Student Employment Appointment by 4:30pm PT. Completing paperwork includes the following steps: <ul style="list-style-type: none"> ● Signing SEAF (Student Employment Action Form) online. ● Meeting with Student Employment in person to review I-9, W-2, and Direct Deposit forms and <u>I-9 original documents.</u> |

- International Students:
 - If you do not have a Social Security Number (SSN), you will need to Schedule an appointment with the SSN Office.
 - For more information, visit [Hiring Steps for International Students](#)

Note: Candidates who receive offers will be provided step-by-step instructions and deadlines to help you complete your paperwork.

Application Materials

To apply for the OL position, complete the following application steps by **Monday, January 27, 2025 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 “2025 Orientation Leader – Application Form” (link available in Handshake job posting).
 - Complete all personal information and availability questions.
 - Please select “New Applicant”, then respond to the following application questions on this form using 150-300 words for each question:
 - 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 2025 OL Job Description, please share 2 life experiences you have had that would make you successful in the OL role.
4. Complete your application on [Handshake](#).

NOTE: If you do not complete the “2025 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.