

## 2023 Orientation Leader Application Packet

### STEP #1: ORIENTATION LEADER ONLINE APPLICATION

- All applications will be reviewed and screened for eligibility. **Applicants selected to move on to the next round will receive an invite via email to participate in the Orientation Leader Group Interview Workshop**
- Complete the online application (personal information and short essay questions):  
[tinyurl.com/2023SJSUOrientationLeaderApp](https://tinyurl.com/2023SJSUOrientationLeaderApp)  
**DUE: Monday, September 26, 2022 by 11:59 PM.**

### STEP #2: ORIENTATION LEADER GROUP INTERVIEW WORKSHOP (ROUND #1 – Invitation Only)

- All eligible applicants will receive an invite via email on Wednesday, September 28, 2022 to go through a group interview workshop where returning Orientation Staff and NSFP Professional Staff will evaluate Orientation Leader applicants. **A select number of applicants will be invited to Round #2 to continue with the Orientation Leader application process.**

*In preparation for this group interview/workshop selection process, please consider:*

- What being an Orientation Leader would mean to you.
- Why is offering first year/transfer students a memorable transition to college important?

**WILL BE HELD ON: Friday, September 30, 2022 from 9:00am – 4:00pm.** Two workshop times will be offered. You can indicate your availability on the Orientation Leader Online Application.

*Applicants who complete the “2023 Orientation Leader Online Application” and are invited to the Group Interview Workshop will be sent details via your preferred email (i.e., what to expect, time, location, etc.).*

### STEP #3: ORIENTATION LEADER INDIVIDUAL INTERVIEWS (ROUND #2 - Invitation Only)

- If invited to proceed to the Orientation Leader Individual Interviews, selected candidates will participate in a 15-20 minute panel interview with 3-4 individuals who are part of the returning Orientation Staff and NSFP Professional Staff.
- Individual interviews will take place between **Monday, October 3, 2022 – Friday, October 7, 2022** in the New Student and Family Programs Office (Student Services Center). Interview times will be determined depending on availability of Orientation Leader applicants and Professional Staff.

**SIGN UP DEADLINE: Details to follow pending invitation. Information will be sent to your preferred email.**

Thank you for your interest in applying to be a 2023 Orientation Leader. If you have any questions regarding the Orientation Leader selection process, please email us at [news Spartans@sjsu.edu](mailto:news Spartans@sjsu.edu) or call us at (408) 924-5972.

## 2023 Orientation Leader Recruitment & Selection Timeline

Date	Time	What
Monday, August 22, 2022	5:00 PM	Orientation Leader Application Available: <a href="https://tinyurl.com/2023SJSUOrientationLeaderApp">tinyurl.com/2023SJSUOrientationLeaderApp</a>
Thursday, September 8, 2022	11:00 AM - 12:00 PM	Orientation Leader Informational Session #1 (Virtual) Location: Zoom <a href="#">RSVP Here!</a>

Monday, September 19, 2022	1:00 PM - 2:00 PM	Orientation Leader Instagram Live Q&A <b>Location:</b> <a href="#">@SJSU_NewSpartans</a> Instagram Page
Tuesday, September 20, 2022	10:00 AM - 11:00 AM	Orientation Leader Informational Session (In-Person) <b>Location:</b> Student Union - Meeting Room 2B <a href="#">RSVP Here!</a>
Tuesday, September 20, 2022	4:00 PM - 5:00 PM	Orientation Leader Informational Session (In-Person) <b>Location:</b> Student Union - Meeting Room 2B <a href="#">RSVP Here!</a>
<b>Monday, September 26, 2022</b>	<b>By 11:59 PM</b>	<b>Orientation Leader Online Application Due</b> <a href="https://tinyurl.com/2023SJSUOrientationLeaderApp">tinyurl.com/2023SJSUOrientationLeaderApp</a> <i>(mandatory for all applicants)</i>
Wednesday, September 28, 2022	By 5:00 PM	ALL applicants will receive an email stating whether or not they will move on to the Group Interview Workshop.
<b>Friday, September 30, 2022</b>	<b>9:00 am – 12:00pm</b> <b>OR</b> <b>1:00 pm – 4:00 pm</b>	<b>Orientation Leader Group Interview Workshop (INVITE ONLY)</b> <i>[mandatory for all applicants who are extended an invite]</i>
Sunday, October 2, 2022	By 5:00 PM	ALL applicants will receive an email stating whether or not they will move on to the Individual Interview Process.
<b>Monday, October 3, 2022 – Friday, October 7, 2022</b>	<b>9:00 AM – 5:00 PM</b>	<b>Orientation Leader Individual Interviews (INVITE ONLY)</b> <i>(mandatory for all applicants who are extended an invite)</i>
Tuesday, October 11, 2022	By 5:00 PM	Orientation Leader Offers Extended <i>(once student conduct records &amp; grades are cleared)</i>
Friday, October 14, 2022	By 5:00 PM	Orientation Leader Deadline to Accept Offer
<b>Friday, October 28, 2022</b>	<b>By 5:00 PM</b>	<b>Orientation Leader Mid-Semester Grade Checks Due</b>
Friday, December 2, 2022	TBD	First Orientation Leader Mandatory Wrap Up Selection Process Meeting

**To ensure you are available for the entire Orientation Leader commitment from now until Fall 2023, please note the following tentative program dates and keep them available:**

- 1) UNVS 199 (Orientation Leadership Studies) 3-Unit Course: Every Tuesday of Spring 2023 semester, 4:30pm-7:15pm beginning Tuesday, January 31, 2023
- 2) Spring Orientation Leader Training: (January 2023, Dates & Times TBD)
- 3) Spring New Student Orientation: (January 2023, Dates & Times TBD)
- 4) Orientation Leader Retreat: Friday, January 27 - Sunday, January 29, 2023 *(1 weekend)*
- 5) Admitted Spartan Day: April 2023 *(Typically the first Saturday of April)*
- 6) Orientation Leader Final Training: Summer 2023 *(Typically the first week of June)*
- 7) Orientation Sessions: Summer 2023 (exact dates and modality TBA) **\*\*Please note that, if our orientation program is hosted in person, this is tentatively a summer live-on campus position and all staff are required to be on campus by 8pm before every Orientation Session and be present during all Orientation Sessions.**

## 2023 Orientation Leader Job Requirements & Responsibilities

### Position Minimum Requirements:

- Be in good academic standing and have a minimum SJSU cumulative GPA of 2.5
- I must be in good standing with the university at the point of application. Issues of probation will be discussed as they arise with consideration for the individual staff member and impact of the team.

- Maintain good academic and disciplinary standing from time of application until Fall 2023
- Be a current SJSU **undergraduate** student and have passed at least 12 semester units at SJSU prior to Spring 2023
- Complete the mandatory 3-unit UNVS 199 course during the Spring 2023 semester (Tuesdays, 4:30 - 7:15 pm) beginning Tuesday, January 31, 2023
- Can **NOT** enroll in more than 18 units (including the UNVS 199 class) in Spring 2023
- **Will return to SJSU as a student in the Fall 2023 semester**
- Relate well with students, parents/family members, staff, faculty, and administrators
- Be reliable, punctual, responsible, flexible, a team player, and demonstrate strong communication skills
- Attend and participate in all orientation team trainings and required events (e.g., January 2023 training, OL Retreat in January 2023, Admitted Spartan Day in April 2023, Orientation Leader Final Training and orientation session days in Summer 2023)
- Can **NOT** work another on campus job during the Summer 2023
- Adhere to orientation uniform guidelines during orientation session days and other required events
- Can **NOT** be enrolled in summer session classes at SJSU (on campus or online)
- If our orientation program is hosted in person, ability to live on campus during the summer - lodging provided during Summer 2023 (Dates TBD)
- Adhere to student assistant expectations outlined by the department
- Conduct self in a professional manner at all times

### **Position Responsibilities:**

- Communicate effectively and regularly on an individual and group basis with student and professional orientation staff as well as campus partners during the academic year and summer
- Work ALL orientation sessions (Dates and specific duties TBD):
  - Be available for all orientation sessions hosted during the summer of 2023 (Dates TBD)
  - Serve as a small group leader to 20-25 new students at each orientation session
  - Work individually and in teams to complete daily tasks including, but not limited to: material prep for orientation sessions, checking in students and parents/family members at orientation, leading campus tours, manage a professional Instagram account, facilitating icebreakers and other activities, speaking on student panels, assisting with academic advising, mingling with all orientation participants, etc.
    - If virtual: be familiar with using Zoom, conduct electronic roster checks, host pre-orientation small group meetings, manage a professional Instagram account, using Google drive to manage various documents and excel sheets, etc.
  - Assist students in planning their first-semester schedule and disseminating accurate information regarding class scheduling and course registration during academic advising sessions
  - Inform students of administrative and university policies that affect their enrollment
- Complete assessment surveys and evaluations throughout the year as requested
- Participate and support various campus events and initiatives as requested by orientation, the Division of Student Affairs, and wider SJSU campus departments (Admitted Spartan Day, etc.)
- Required to continue as a Spartan Village House Leader in Fall 2023 Semester
- Adhere to student assistant expectations outlined by the department
- Other duties as assigned

## 2023 Orientation Leader Compensation & Employee Status

**IMPORTANT NOTE:** Orientation Leaders (OLs) cannot serve as Resident Advisors (RAs) due to overlapping time commitments. Orientation Leaders (OLs) must be available beginning Spring 2023 through the end of Summer 2023.

### Total Compensation:

- Wages
  - Wages equal to \$16.20 per hour (pay is subject to state and federal taxes)
  - Summer Hours:
    - o June and July 2023: Up to 40 hours a week
    - o August 2023: Up to 20 hours a week
  - Employment Period: January 2023 - September 2023
  - **Wages are distributed monthly with first check distributed in July 2023 (e.g., hours worked in June will be paid in July)**
- Housing & Meals Package
  - Housing provided during the summer in one of the on campus residence halls (Move-In and Move-Out dates TBD)
  - Meals are provided during all orientation sessions and various orientation events
  - **\*\* Housing will not be provided if our orientation programs are facilitated virtually**
- Priority Registration
  - Priority registration for the Spring 2023 and Fall 2023 semesters
- Materials
  - Orientation Leaders will receive orientation uniform (day 1 polo, day 2 shirt, nametag), clipboards, and other possible giveaways (**NOT Provided: khaki shorts**)
- What is in it for me? Personal and professional development and more!
  - Recognition as one of SJSU's visible leaders
  - Extensive leadership training for personal and professional growth
  - Opportunities to make connections with fellow students, faculty, staff, and other SJSU members
  - Opportunity to build community and long-lasting relationships amongst the 2023 Orientation Leader team and other Orientation Leader alumni
  - Elective credit for completing UNVS 199: Orientation Leadership Studies course in Spring 2023 semester
  - Opportunity to positively impact the lives of over 8,000 new students and their parents/family members

### Employee Status:

- Orientation Leaders are employees and representatives of SJSU and must abide by all SJSU policies
- Student employee status means:
  - o Orientation student staff follow the supervision and direction of professional staff (student team leaders will serve as liaisons between professional staff and Orientation Leaders)
  - o Input from orientation student staff is valued. However, all final decisions related to program content and operation rest with New Student & Family Programs professional staff

San José State University does not discriminate on the basis of race, color, national origin, sex, disability, age or sexual orientation in the education programs or activities it conducts. We encourage applicants with diverse backgrounds, skills, ages and interests.

Individuals with disabilities needing accommodations for the interview process should request them in advance. Reasonable accommodations will be provided (e.g., sign language interpreter, reader, etc.). Contact us as soon as possible at (408) 924-5972 or [newspartans@sjsu.edu](mailto:newspartans@sjsu.edu).