

The image features a large, close-up view of the SJSU mascot, a muscular man with a blue and yellow helmet and a blue and yellow cape. He is smiling broadly, showing his teeth. The background shows a sunny outdoor campus setting with trees and students walking. The text 'SJSU' is written in a large, blue, serif font in the top left corner.

SJSU

**NEW STUDENT
AND FAMILY PROGRAMS**

**2024 Orientation Leader
Application Packet**

2024 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/2024SJSUOrientationLeaderApp
DUE: Monday, September 25, 2023 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 27, 2023 to go through a group interview workshop where returning Orientation Student 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 29, 2023 from 9:00am – 6:00pm.
Two workshop times will be offered. You can indicate your availability on the Orientation Leader Online Application.

Applicants who complete the “2024 Orientation Leader Online Application” and are invited to the Group Interview Workshop will be sent details via your SJSU 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 Student Staff and NSFP Professional Staff.
- Individual interviews will take place between Monday, October 2, 2023 – Friday, October 6, 2023 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 2024 Orientation Leader. If you have any questions regarding the Orientation Leader selection process, please email us at newspartans@sjsu.edu or call us at (408) 924-5972.

2024 Orientation Leader Recruitment & Selection Timeline

Date	Time	What
Monday, September 4, 2023	5:00 PM	Orientation Leader Application Available: tinyurl.com/2024SJSUOrientationLeaderApp
Thursday, September 7, 2023	11:00 AM - 12:00 PM	Orientation Leader Informational Session #1 (Virtual) <u>Location:</u> Zoom (https://sjsu.zoom.us/j/87523691267) RSVP Here!
Tuesday, September 12, 2023	10:00 AM - 11:00 AM	Orientation Leader Informational Session (In-Person) <u>Location:</u> Student Union - Meeting Room 2A RSVP Here!
Thursday, September 21, 2023	3:00 PM - 4:00 PM	Orientation Leader Informational Session (In-Person) <u>Location:</u> Student Union - Meeting Room 2A RSVP Here!
Monday, September 25, 2023	By 11:59 PM	Orientation Leader Online Application Due tinyurl.com/2024SJSUOrientationLeaderApp (mandatory for all applicants)
Wednesday, September 27, 2023	By 5:00 PM	ALL applicants will receive an email stating whether or not they will move on to the Group Interview Workshop.
Friday, September 29, 2023	9:00 am – 1:00 pm OR 2:00 pm – 6:00 pm	Orientation Leader Group Interview Workshop (INVITE ONLY) [mandatory for all applicants who are extended an invite]
Sunday, October 1, 2023	By 5:00 PM	ALL applicants will receive an email stating whether or not they will move on to the Individual Interview Process.
Monday, October 2, 2023 –Friday, October 6, 2023	9:00 AM – 5:00 PM	Orientation Leader Individual Interviews (INVITE ONLY) (mandatory for all applicants who are extended an invite)
Wednesday, October 11, 2023	By 5:00 PM	Orientation Leader Offers Extended(once student conduct records & grades are cleared)
Thursday, October 19, 2023	By 5:00 PM	Orientation Leader Deadline to Accept Offer
Friday, October 27, 2023	By 5:00 PM	Orientation Leader Mid-Semester Grade Checks Due
Friday, December 1, 2023	12:00 PM - 3:00 PM	First Orientation Leader Mandatory Wrap Up Selection Process Meeting

To ensure you are available for the entire Orientation Leader commitment from now until Fall 2024, please note the following tentative program dates and keep them available:

1. UNVS 199 (Orientation Leadership Studies) 3-Unit Course: Every Tuesday of Spring 2024 semester, 4:30pm-7:15pm beginning Tuesday, January 30, 2024
2. Spring Orientation Leader Training: Tuesday, January 9 – Thursday, January 11, 2024 (9am-5pm)
3. Spring Frosh + Transfer Orientation: Friday, January 12, 2024 & Wednesday, January 17, 2024 (6am-6pm)
4. Orientation Leader Retreat: Friday, January 19 - Sunday, January 21, 2024 (1 weekend)
5. Admitted Spartan Day: April 2024 (Typically the first Saturday of April)
6. Orientation Leader Final Training: Wednesday, May 29 - Thursday, June 6, 2024
7. Orientation Sessions: Summer 2024 (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.
8. Orientation Leader Final Banquet: August 2, 2024
9. Spartan Village House Leader Training: August 12-14, 2024
10. New Student Convocation: August 15, 2024
11. Parent and Family Weekend: September 2024 (Typically the end of September)

2024 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 2024
- Be a current SJSU student and have passed at least 12 semester units at SJSU prior to Spring 2024
- Complete the mandatory 3-unit UNVS 199 course during the Spring 2024 semester (Tuesdays, 4:30 - 7:15 pm) beginning Tuesday, January 30, 2024
- Can NOT enroll in more than 18 units (including the UNVS 199 class) in Spring 2024
- Will return to SJSU as a student in the Fall 2024 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 2024 training, OL Retreat in January 2023, Admitted Spartan Day in April 2024, Orientation Leader Final Training and orientation session days in Summer 2024)

- Can NOT work another on campus job during the Summer 2024
- 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 2024 (Dates TBD)
- Adhere to student assistant expectations outlined by the department
- Conduct self in a professional manner at all times



Position Responsibilities:

- Dedicate time and energy into the learning, growth, self-discovery, and development of new students
 - 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
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- Participate in mentorship meetings and activities with Leadership Team members
 - Responsibilities may include, but are not limited to: facilitating icebreakers and group discussions, leading campus tours, managing a professional Instagram account, leading evening programming activities, 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.
 - Work individually and in teams to provide administrative and operational support during orientation sessions

- Responsibilities may include, but are not limited to: material prep for orientation sessions, checking in students and parents/family members at orientation, setting up and tearing down major programs, supporting Parent and Family orientation, speaking on student panels, assisting with academic advising, etc.
- Articulate knowledge of campus resources and programs to new students and family members
 - Be a reliable, punctual, energetic, responsible, flexible, collaborative, and caring team member
 - Be highly motivated, dependable, and sincere in representing San Jose State University, the New Student and Family Programs Office, and the Spartan community
- 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 2024 Semester
- Adhere to student assistant expectations outlined by the department
- Other duties as assigned



2024 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 2024 through the end of Fall 2024.



Total Compensation:

- Wages
 - Wages equal to \$17.00 per hour (pay is subject to state and federal taxes and increase due City minimum wage ordinance)
- Summer Hours:
 - June and July 2024: Up to 40 hours a week
 - August 2024: Up to 20 hours a week
 - September 2024 - December 2024: Up to 10-15 hours a week
 - Employment Period: January 2024 - December 2024
- Wages are distributed monthly with first check distributed in July 2024 (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 2024 and Fall 2024 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 2024 Orientation Leader team and other Orientation Leader alumni
- Elective credit for completing UNVS 199: Orientation Leadership Studies course in Spring 2024 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:
 - Orientation student staff follow the supervision and direction of professional staff (student team leaders will serve as liaisons between professional staff and Orientation Leaders)
 - 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.