



2018 Orientation Leader *Application Process*

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 data and short answer questions):
http://bit.ly/2018OrientationLeaderApp_SJSU
DUE: Saturday, October 14, 2017 by 11:59pm.

STEP #2: ORIENTATION LEADER PROFESSIONAL REFERENCE FORMS

- Please request TWO professional references (e.g., professor, supervisor, student organization advisor, high school advisor, high school teacher, etc.) to complete the “2018 SJSU Orientation Leader Professional Reference Form.” **Please note: SJSU students and peers are not eligible to serve as a professional reference.**
- Reference Forms are electronic and need to be completed here. Share this link with your references:
<http://bit.ly/SJSUOLRefForm2017>
DUE: Sunday, October 15, 2017 by 11:59pm.

STEP #3: ORIENTATION LEADER GROUP INTERVIEW WORKSHOP (ROUND #1 – Invitation Only)

- All eligible applicants will receive an invite via email on Tuesday, October 17, 2017 to go through a group interview workshop where Core Staff and Professional Staff across campus 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 years students a memorable transition to college important

WILL BE HELD ON: Friday, October 20, 2017 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 “2018 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 #4: ORIENTATION LEADER INDIVIDUAL INTERVIEWS (ROUND #2 – Invitation Only)

- If invited to proceed to the Orientation Leader Individual Interviews, candidates invited will participate in a 15-20 minutes panel interview with 2-3 individuals (whom are part of the returning Student Orientation Staff and/or Professional Staff).
- Individual interviews will take place between Tuesday and Thursday, October 24–26, 2017. Time to be determined depending on availability of Orientation Leader applicant 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 2018 Orientation Leader. If you have any questions regarding the Orientation Leader selection process, please email us at frosh-orientation@sjsu.edu or call us at 408.924.5972.



2018 Orientation Leader *Recruitment & Selection Timeline*

Date	Time	What
Monday, September 25, 2017	10:00am	Orientation Leader Application Available: http://bit.ly/2018OrientationLeaderApp_SJSU
Monday, October 9, 2017	12:00pm-1:00pm	Orientation Leader Informational Session Location: Student Union Meeting Room 2B (2nd Floor)
Tuesday, October 10, 2017	11:30pm-12:30pm	Orientation Leader Informational Session Location: Student Wellness Center Room 122A & 122B
Saturday, October 14, 2017	By 11:59pm	Orientation Leader Online Application Due http://bit.ly/2018OrientationLeaderApp_SJSU <i>(mandatory for all applicants)</i>
Sunday, October 15, 2017	By 11:59pm	Professional Reference Online Submissions Due: http://bit.ly/SJSUOLRefForm2017 <i>(mandatory for all applicants)</i>
Tuesday, October 17, 2017	By 4:45pm	ALL applicants will receive an email stating whether or not they will move on to the Group Interview Process.
Friday, October 20, 2017	9:00pm – 12:30pm OR 2:00pm – 5:30pm	Orientation Leader Group Interview Workshop (INVITE ONLY) <i>(mandatory for all applicants who are extended an invite)</i>
Monday, October 23, 2017	By 4:45pm	ALL applicants will receive an email stating whether or not they will move on to the Individual Interview Process.
Tuesday – Thursday/October 24 – 26, 2017	9:00am – 6:00pm	Orientation Leader Individual Interviews (INVITE ONLY) <i>(mandatory for all applicants who are extended an invite)</i>
Monday, October 30, 2017	By 4:45pm	Orientation Leader Notifications <i>(once student conduct & grades are cleared)</i>
Tuesday, October 31	By 12:00pm	Orientation Leader Deadline to Accept Positions
Friday, November 17	By 4:45pm	Orientation Leader Mid-Semester Grade Checks Due
Tuesday, December 12	11:00am-1:00pm	2018 Orientation Leader Meeting: Mandatory Wrap Up Selection Process Meeting (Lunch will be provided)

To ensure you are available for the entire Orientation Leader commitment from now until Fall 2018, please note the following tentative program dates and keep them available:

- 1) UNVS 199 (Orientation Leadership Studies) Three-Unit Course: Every Tuesday of Spring 2018 Semester, 4:30pm-7:15pm
- 2) Orientation Staff Retreat: February 2018 *(1 weekend)*
- 3) Admitted Spartan Day: April 2018 *(1 Saturday)*
- 4) Orientation Leader Final Training: Summer 2018 *(~1 week)*
- 5) Orientation Sessions: Summer 2017 (exact dates TBA) ****Please note this is 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.**



2018 Orientation Leader *Job Requirements & Responsibilities*

Position Minimum Requirements:

- **Be in good academic standing and have a minimum SJSU cumulative and last semester GPA of 2.5**
- **Be in good judicial standing. Applicants cannot have any current judicial rulings or probations on their record from the Office of Student Conduct and Ethical Development to be considered in “good judicial standing.”**
- Maintain good academic and disciplinary standing from time of application until Fall 2018
- Be a current SJSU **undergraduate** student and have passed at least 12 semester units at SJSU prior to Spring 2018
- Not plan to be enrolled/enrolled in more than 18 units for the Spring 2018 semester
- Plan to return to SJSU as a student for the Fall 2018 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
- Complete the three-unit course during Spring 2018 semester (Tuesdays 4:30-7:15pm)
- Attend and participate in all Orientation team trainings and required events (e.g., Retreat in February 2018, Admitted Spartan Day in April 2018, Orientation Leader Final Training and Orientation Session Days in Summer 2018)
- Can NOT work another on campus job during the Summer 2018
- Adhere to Orientation uniform guidelines during Orientation session days and other required events
- Can NOT be enrolled in summer session classes (on campus, online, or at community colleges)
- Ability to live on campus during the summer- lodging provided during during Summer 2018 (final training - final banquet)
- 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 Orientation campus partners, both during the academic year and summer
- Work Orientation sessions (Dates and specific duties TBD):
 - Be available for all Orientation Sessions (Dates TBD)
 - Serve as a small group leader to 10-15 new students at each 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, facilitating icebreakers and other activities, speaking on student panels, assisting with academic advising, mingling with all Orientation participants, 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.)
- Adhere to student assistant expectations outlined by the department
- Other duties as assigned



2018 Orientation Leader *Compensation & Employee Status*

Total Compensation:

- Wages
 - Wages equal to \$13.50 per hour (pay is subject to state and federal taxes)
 - Academic Year Hours: Varies
 - Summer Hours:
 - June and July 2018: Up to 40 hours a week
 - August 2018: Up to 20 hours a week
 - Employment Period: January 2018 - August 2018
 - Wages are distributed monthly (e.g., hours worked in July will be paid in August)
- Housing & Meals Package
 - Housing provided during and between all Orientation session dates (Move-In and Move-Out dates TBD)
 - Meals are provided during all Orientation session days and various Orientation events
- Materials
 - Orientation leaders will receive Orientation uniform, clipboards, and other possible giveaways (NOT Provided: khaki shorts)
- Personal & 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 2018 Orientation team and other Orientation alumni
 - Elective course credits for completing UNVS 199: Orientation Leadership Studies course in Spring 2018 semester
 - Opportunity to affect the lives of over 4000 new students and their parents/family members

Employee Status:

- During the employment period, 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 Orientation 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 frosh-orientation@sjsu.edu.