Orientation Leaders—OLs—are student representatives who help welcome new members of the UW Bothell community, including first-year students, transfer students, and their family members. Successful OL candidates must exhibit leadership qualities both inside and outside of the classroom, be passionate about helping others, and possess a desire to develop their own leadership potential.

**Qualifications**

- Must have, and maintain a 2.5 cumulative GPA or better throughout duration of employment
- Must be an undergraduate student taking a minimum of 10 credits per quarter (not including summer quarter)
- Must be in, and remain in, good standing with the University (including compliance with the Student Code of Conduct and financial obligations)

*Please note we do confirm GPA and University Conduct Records of applicants.*

**Time Commitments**

<table>
<thead>
<tr>
<th>Winter Quarter</th>
<th>Spring Quarter</th>
<th>Summer Quarter</th>
<th>Autumn Quarter</th>
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</thead>
<tbody>
<tr>
<td><strong>Team Meetings</strong></td>
<td><strong>B CUSP 203:</strong> MW 5:45-7:45</td>
<td><strong>Intensive Training Weekly Committee Meetings</strong></td>
<td><strong>Welcome Week &amp; Convocation</strong></td>
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<tr>
<td>Team Bonding</td>
<td>Practicum Course Required to fulfill OL role</td>
<td>Husky Adventures</td>
<td>40 hours/week</td>
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<td>Weekly Meetings</td>
<td>Tour Trainings: 4 hours/week</td>
<td>Welcome Week</td>
<td>Communication Plan</td>
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<td></td>
<td>Team Meetings</td>
<td>First Year Orientations</td>
<td>Mentorship</td>
</tr>
<tr>
<td></td>
<td>1 on 1 with Coordinators (Bi-Weekly)</td>
<td>6 Sessions</td>
<td>Meet-Ups &amp; Events</td>
</tr>
<tr>
<td>OTP Retreat April 1-3</td>
<td><strong>Husky Adventures</strong></td>
<td>Transfer Orientations</td>
<td>Weekly OL Meeting</td>
</tr>
<tr>
<td>Contact First-Years</td>
<td>Welcome Week</td>
<td>14 Sessions</td>
<td>Approximately 5 hours/week</td>
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<td></td>
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<td>Communication Plans</td>
<td></td>
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<td></td>
<td>First-Year Mentorship</td>
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<td>Monday Work Day</td>
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<td></td>
<td>Approximately 5 hours/week</td>
<td>Approximately 25-40 hours/week</td>
<td>Approximately 6 hours/week</td>
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</tbody>
</table>

*OLs will also assist with spring quarter orientations in spring 2017*

**Compensation & Employee Benefits**

- Leadership & Personal Growth
- $13/hour pay rate
- Earn 1-3 Academic Credits: B CUSP 203A
- Apparel provided to be worn during Orientation and Transition Programs events

* Duties and responsibilities are subject to change.
Primary Duties & Responsibilities

<table>
<thead>
<tr>
<th>Event Coordinating</th>
<th>Mentorship</th>
<th>Orientations</th>
</tr>
</thead>
</table>
| Assist in planning, organization and implementation of 
- Husky Adventures 
- Welcome Week 
- Husky Leadership Camp 
- Create schedules, budget plans, and lesson plans 
- Other assigned duties | Communication Plan 
- Extend a welcome to UWB 
- Begin building an OL-Student relationship 
- Answer students questions and connect them to campus resources 
- Encourage students to reach out to campus clubs & organizations that may interest them | Assuring students have a comfortable and fun transition 
- Be available to meet with students throughout autumn quarter. 
- Encourage involvement 
- Help develop relationships amongst incoming students 
- Serve as a positive role model and resources/referral agent for new students 
- Implement regular communication to students |
|                      |            |              |

How to Apply

- Apply online at https://catalyst.uw.edu/webq/survey/uwbotp/287286
- We strongly recommend candidates review the application questions and draft their answers before beginning the online application.
- Application is due January 24th, 2016, no later than 11:59 pm

Application Questions

1) What attracted you to the Orientation Leader position? What do you hope to gain from your experience?
2) What skills, qualities or past experiences do you have that would help you to be an Orientation Leader?
3) As an Orientation Leader, you will be responsible for creating a welcoming environment for an incredibly diverse group of new students. How would you go about ensuring that all students feel welcomed?
4) As an Orientation Leader, you will be a resource to your students. Orientation Leaders will often communicate with their students via email. Please choose one (1) of the prompts below to answer.
   a. During the first month of school a student reaches out to you via email for advice because they are having a hard time making friends on campus. Draft an email that you would send to this student.
   b. Orientation Leaders will often send information out to their students proactively, to give students information before they even know they have a question. Create an email that you would send to your group of new students in early fall quarter about the academic resources available on campus.

Contact

For additional questions
Email: uwbotp@uw.edu

Information Sessions:
- December 9th 12:30pm-1:30pm | UW1-103

Program Manager: Carrie Newman, newmanc2@uw.edu

* Duties and responsibilities are subject to change

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