Position Overview

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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<tbody>
<tr>
<td><strong>Team Meetings</strong></td>
<td>B CUSP 203: MW 5:45-7:45pm</td>
<td>Intensive Training</td>
<td>Welcome Week &amp; Convocation</td>
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<td>Team Bonding</td>
<td>• Practicum Course required to fulfill OL role</td>
<td>• 25 hour week</td>
<td>• 40 hour week</td>
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<td>• Tour Trainings: 4 hours/week</td>
<td>Monday Work Day</td>
<td>Communication Plan</td>
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<td><strong>Weekly Meetings</strong></td>
<td>• A&amp;O Prep</td>
<td>Mentorship</td>
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<td>• Team Meetings</td>
<td>• Welcome Week Planning</td>
<td>Meet-Ups &amp; Events</td>
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<td>• 1 on 1 with Coordinators (Monthly)</td>
<td>First Year Orientations</td>
<td>Weekly OL Meeting</td>
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<td><strong>OTP Retreat April 5-7</strong></td>
<td>• 6 Sessions</td>
<td>Winter Quarter Orientations</td>
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<td><strong>Contact First-Years</strong></td>
<td>Transfer Orientations</td>
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<td>• Phone &amp; Email Communication</td>
<td>• 14 Sessions</td>
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<tr>
<td></td>
<td>• Mentorship</td>
<td>Communication Plans</td>
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<td></td>
<td><strong>Approximately 4 hours/week</strong></td>
<td>• First-Year Mentorship</td>
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<td><strong>Approximately 25-35 hours/week</strong></td>
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<td><strong>Approximately 3 hours/week</strong></td>
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*Ols will also assist with spring quarter orientations in Spring 2018

Compensation & Employee Benefits

- Leadership & Personal Growth
- $16/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>
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<tr>
<th>Event Coordinating</th>
<th>Communication Plan</th>
<th>Mentorship</th>
<th>Orientations</th>
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</table>
| Assist in planning, organization and implementation of:  
  - Orientation Prep  
  - Welcome Week Events  
  - Husky Leadership Camp  
  - Husky Adventures  
  - Other assigned duties | Assure that students have a comfortable and FUN transition  
  - Be available to support and meet with new students through Fall quarter 2018  
  - Encourage networking among new students, faculty and staff  
  - Serve as a positive role model for new students  
  - Implement regular communication to new students | Attend and actively participate in Orientation programming  
  - Acquaint new students and their families with campus  
  - Facilitate small group interactions  
  - Represent UW Bothell in a positive and professional manner  
  - Promote Husky spirit with enthusiasm |
| ▪ Orientation Prep  
  ▪ Welcome Week Events  
  ▪ Husky Leadership Camp  
  ▪ Husky Adventures  
  ▪ Other assigned duties | ▪ Extend a welcome to UWB  
  - Build a positive QL-Student relationship  
  - Answer questions and connect students to campus resources  
  - Encourage student involvement with clubs & organizations | ▪ ▪  |

**How to Apply**

- Apply online at [http://apply.interfolio.com/58587](http://apply.interfolio.com/58587)
- We strongly recommend candidates review the application questions and draft their answers before beginning the online application.
- Application is due January 27th, 2019, before the clock strikes twelve!

**Application Questions**

- What attracted you to helping new students with their transition to college? What do you hope to gain from your experience?
- What skills, qualities or past experience do you have that will help you be successful as a leader in Orientation & Transition Programs (OTP)?
- Student leaders within OTP are responsible for creating a welcoming environment for a diverse group of new students. What strategies would you use to help to create a welcoming environment for new students?
- You will be a resource to students. You will often communicate with students via email. Please choose 1 (one) of the prompts below to answer.
  - 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.
  - In this position, you will often send information out to your 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.
  - Halfway through the first quarter, a student reaches out to you because they are feeling marginalized based on one or more of their identities. Draft an email that you would send to this student.

**Contact**

For additional questions  
Email: uwbotp@uw.edu  
Information Sessions:  
- January 14th, 11:00am-12:00pm, UW1-280 (Rose Room)  
- January 15th, 1:30-2:30, UW1-021  
Assistant Director: Carrie Newman, newmanc2@uw.edu

*duties and responsibilities are subject to change*