bring out the leader in you!

2026 Orientation Leader (OL) New Candidate Resource Guide

PURPOSE OF RESOURCE GUIDE

The purpose of this resource guide is to provide new OL candidates with useful tools to be used as a foundation for understanding our application and interview processes. This guide includes materials to help you complete your OL application and, if selected, prepare for your interview process. In addition, there is information about Orientation Programs and the Orientation Leader position to help you learn more about our department, our team, and the details of the position. We consider this information essential knowledge to be a successful candidate. If you have any questions, please email us at orientation@seattleu.edu.

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ABOUT US: ORIENTATION'S LEARNING GOALS

Our learning goals are the core of our work in Orientation.

We share this information with students and supporters at the beginning of their time with us. We use our learning goals to develop each of the experiences we provide students to support their transition to Seattle University.

ORIENTATION GOALS

As you begin your Redhawk journey, Orientation Programs will be alongside you each step of the way!

We focus our work around one essential question:
"What essential information and skills help new students transition successfully to Seattle U?"

To answer this question, we use the following goals to guide how we support you:

SENSE OF BELONGING

You will create a connection with SU and build relationships with peers, faculty, and staff.

ACADEMIC SUCCESS

You will embrace intellectual passions and explore effective learning habits.

INCLUSION & IDENTITY

You will reflect about your identities and how to build relationships across differences.

PERSONAL GROWTH

You will explore your values, sense of purpose, and social responsibility.

SELF-RELIANCE

You will learn to navigate campus, seek support resources, and sustain holistic wellbeing.

ABOUT US: MEET THE ORIENTATION TEAM!

This page introduces our team members in Orientation Programs.
You will interact with us throughout your application and interview process.
We look forward to connecting with you and are here to support you in any way we can!

Director	Our Director is a full-time professional staff member who oversees the department. This includes Orientation events, the Ignite First-Year Leadership Institute, and supervising all team members.
Administrative Coordinator	Our Administrative Coordinator is a full-time professional staff member who oversees the department's administrative processes, operational logistics, and communications.
Graduate Coordinator	Our Graduate Coordinator is a part-time professional staff member who support various initiatives led by the department, including OL recruitment and training and various Orientation events.
Senior Orientation Leaders	The SOLs serve as liaisons between the student experience and university leaders. SOLs have previously served as OLs. They support new students throughout the summer and fall transition-to-college and guide OLs to discover their talents, fulfill their responsibilities, and create connections at SU.

ORIENTATION LEADER: POSITION SUMMARY

The Orientation Leader (OL) is a key leadership role that provides transition support for new undergraduate students and their supporters as they begin their Redhawk journey at Seattle University. OLs foster a sense of belonging within the Redhawk community by mentoring new students, creating inclusive communities, and passing on the Redhawk spirit to a new generation of Seattle U students. OLs set new first-year and transfer students up for success by facilitating transition workshops and events that help them embrace their new beginnings at Seattle U. OLs are supervised directly by the Director of Orientation Programs and report indirectly to Orientation Programs' professional staff. Please view the SLU OL job description for more dates and details.

ORIENTATION LEADER RESPONSIBILITIES

The OL role is a unique opportunity to advance your leadership skills, develop new professional abilities, and make a lasting impact on others. OLs will engage in the following responsibilities:

Representative of the Redhawk Student Experience

- Instill Redhawk spirit and pride into events and conversations with new students and their supporters.
- Share your story and advice to convey the Seattle U student experience to new students and their supporters.
- Contribute student perspectives toward engagement initiatives led by Orientation Programs.
- Serve as a representative of Seattle U while creating a positive customer service experience for new students and their supporters.
- Support new students' academic success by providing guidance on academic resources, study strategies, and campus academic support services.

Community Building

- Foster individual and group connections with new students and their supporters.
- Guide a Color Group of new students through their Fall Welcome experience.
- Partner with campus leaders to support a positive move-in experience for new students and their supporters.
- Facilitate group dialogue with new students about topics related to their transition to SU, including how to get involved on campus, finding academic success, personal reflection, and the realities of college life.

Event and Workshop Facilitation

- Assist with logistical support and management of large-scale events including Fall Welcome Kickoff, CCA Hall of Fame, New Student Convocation, and Mass of the Holy Spirit.
- Facilitate transition support workshops and events focused on topics related to leadership development, creating inclusive communities, getting involved on campus, and personal goal setting.
- Lead groups of new students on Seattle Excursions, showing them how to navigate public transportation and embrace curiosity while exploring their new environment.

Leadership Development

- Attend and participate in a comprehensive leadership and professional development training program.
- Demonstrate leadership for the campus community by serving as a peer mentor and model of leadership for new students joining the Seattle U community.
- Encourage new students to seek opportunities for leadership on campus.

Please note:

- This is not an exhaustive list of all responsibilities performed by OLs. OLs will also complete other duties as assigned. Functions of the role may change as determined by the needs of Orientation Programs.
- Candidates must be able to perform all job functions with or without accommodation.

ORIENTATION LEADER POSITIONAL GOALS

The following goals guide the core responsibilities and skill development opportunities for the OL role. Think of these goals as what you can learn while being an OL and gain from this experience, that can then become transferrable skills for future jobs and careers.

Community Development	An Orientation Leader develops individual and group connections with new students, their supporters, and the Orientation team. An OL does this by . . . • Demonstrating empathy and care for others. • Mentoring others through individualized connections. • Fostering positive group dynamics and addressing conflict with civility.
Personal Development	An Orientation Leader engages in Jesuit-inspired reflection about their values, personal growth, and holistic wellbeing. An OL does this by . . . • Participating in reflective leadership development opportunities. • Making choices for the improvement or sustaining of one's overall wellbeing and resilience. • Navigating ethical decision-making and creative problem-solving.
Inclusion & Belonging	An Orientation Leader explores their identity, promotes welcoming environments, and leads new students through cross-cultural dialogue. An OL does this by . . . • Building awareness, knowledge, and skills in the areas of diversity, equity, and social justice. • Fostering a sense of belonging for students and supporters of all identities and backgrounds. • Facilitating dialogue and environments that encourage others to explore inclusive excellence.
Career Readiness	An Orientation Leader develops and applies a range of transferable skills that will prepare them for future career opportunities. An OL does this by . . . • Identifying personal strengths and how they apply to work environments. • Experimenting with how to effectively balance autonomy and interdependence. • Preparing, receiving, and communicating ideas and information effectively.

OL APPLICATION: ANSWERING THE QUESTIONS

THE OL APPLICATION

To apply for the OL position, you will complete your application on Handshake. The job posting includes a link to a Microsoft Form with personal information and 4 short-answer questions. We ask candidates to respond to the following application questions using 150-300 words for each question:

- Why do you want to be an OL? What are you hoping to gain from this position?
- Identify 2 transition challenges that new students experience when coming to college at Seattle University. As an OL, how would you support a new student who is navigating these challenges?
- OLs are expected to foster a sense of belonging for students and supporters of all identities and backgrounds. What strategies would you use to promote an inclusive environment at Orientation?
- After reading the OL Responsibilities in the 2026 OL Job Description, please share 2 life experiences you have had that would make you successful in the OL role.

TIPS FOR WRITING THOROUGH RESPONSES TO THE OL APPLICATION QUESTIONS

We designed these questions to connect to the OL Positional Goals that we shared earlier in this Guide. Here are some tips to help you write thorough responses:

- **Become familiar with the OL Positional Goals!** The application and interview questions connect directly to the goals so we can learn about you as a candidate and how you see yourself achieving these goals as an OL.
- **Adhere to the word limit!** Your response to each question should be 150-300 words.
- **Proofread your responses!** Make sure to check your grammar, punctuation, spelling, etc. Having someone look over your responses can help to make sure you don't miss anything.
- **Outline your responses before you write them**! After reading each question, write some notes or bullet points that come to mind. Then, turn these into a short paragraph.
- **Make sure you answer the question!** This might sound like "common sense," but it can help to read your response, re-read the question, then make sure you responded to all parts of the question.
- **Be yourself!** Think about how you would honestly and authentically answer each question based on your own perspectives. We are excited to get to know you through your application!

NEW CANDIDATE INTERVIEW PROCESS: OVERVIEW

The grid below shows an overview of what to expect during your interview process.

Length	With Whom	Structure	Suggested Dress Code	What to Bring
30 minutes	You will have an individual interview with 2 team members from Orientation Programs.	This interview will be a combination of: 1) Questions asked by the interviewers. 2) Short case study scenarios to read and respond to. 3) A 5-minute presentation prepared by you (prompt will be provided if/when interview is offered). 4) Opportunity for you to ask us any questions you have about Orientation and/or the OL role.	SU/CCA Spirit Wear! We encourage you to wear your favorite SU/CCA-spirited clothing.	Please arrive 10 minutes early for your interview so you can check in at our front desk. Just bring yourself and any questions you have about the OL position!

NEW CANDIDATE INTERVIEW: HOW TO PREPARE FOR YOUR INTERVIEW

We strongly encourage you to prepare for your interview by utilizing SU's Career Engagement Office.

Career Engagement Office (CEO)

Career Engagement aims to empower students to lead lives of purpose and impact in a changing world. They are your go-to resource at Seattle University for all things career-related, offering career coaching, résumé reviews, interview preparation, and so much more including:

- For 24/7 career resources, visit CEO's website.
- Career Coaching is available Monday through Friday by appointment to discuss résumés, cover letters, interview preparation, and more. Click here to book an appointment!
- Find individualized support opportunities by exploring CEO's Identity & Affinity-Based Resources.

Visit, email, or call CEO using the following contact information:

- Location: Pigott Pavilion for Leadership, Office Suite 110 (PAVL 110)
- Email: careerengagement@seattleu.edu
- Phone: 206-296-6080

bring out the
leader in you!

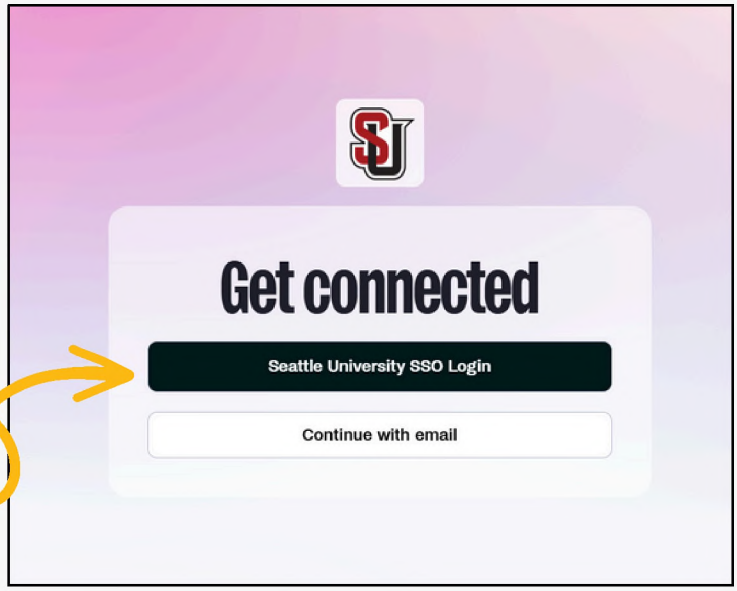
HOW TO APPLY FOR THE OL POSITION

Follow these instructions to complete your OL application. If you need help navigating Handshake, the application, or have questions, email us at orientation@seattleu.edu and we can help you!

Step 1

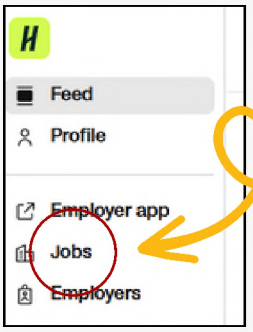
Click this link to go to Handshake: seattleu.joinhandshake.com/login.

Then, log in to your account using your Seattle University single sign-on credentials to log on.



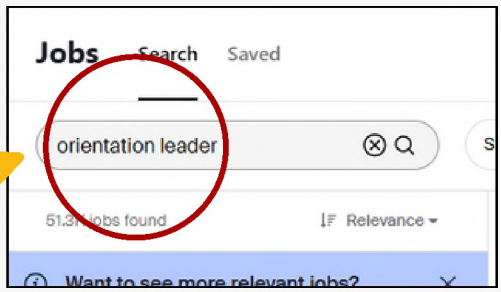
Step 2

After you Log In to your account, select "Jobs" in the top left corner.



Step 3

Search for "Orientation Leader".

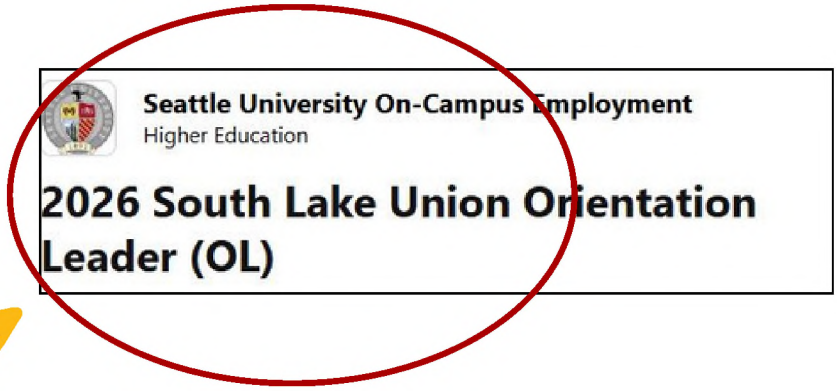


HOW TO APPLY - CONTINUED

STEP 4

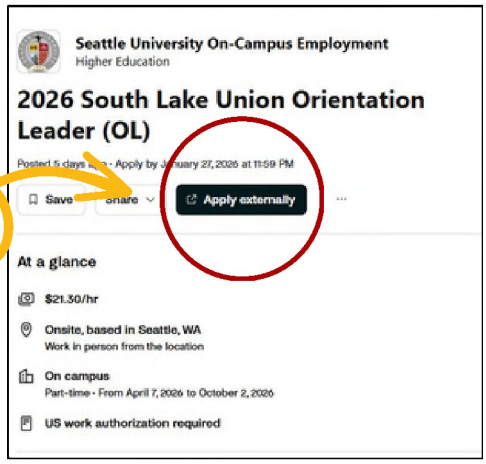
Select the Orientation Leader (OL) job posting.

Make sure to read through the job description and requirements.

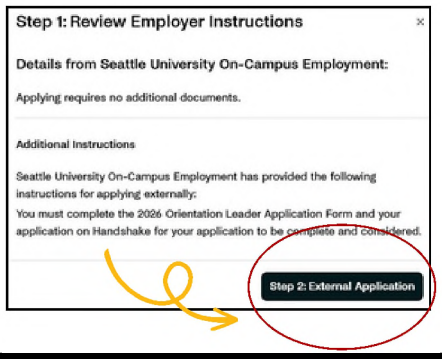


STEP 5

After reading through the job description, click "Apply Externally."



Then, click "Step 2: External Application."



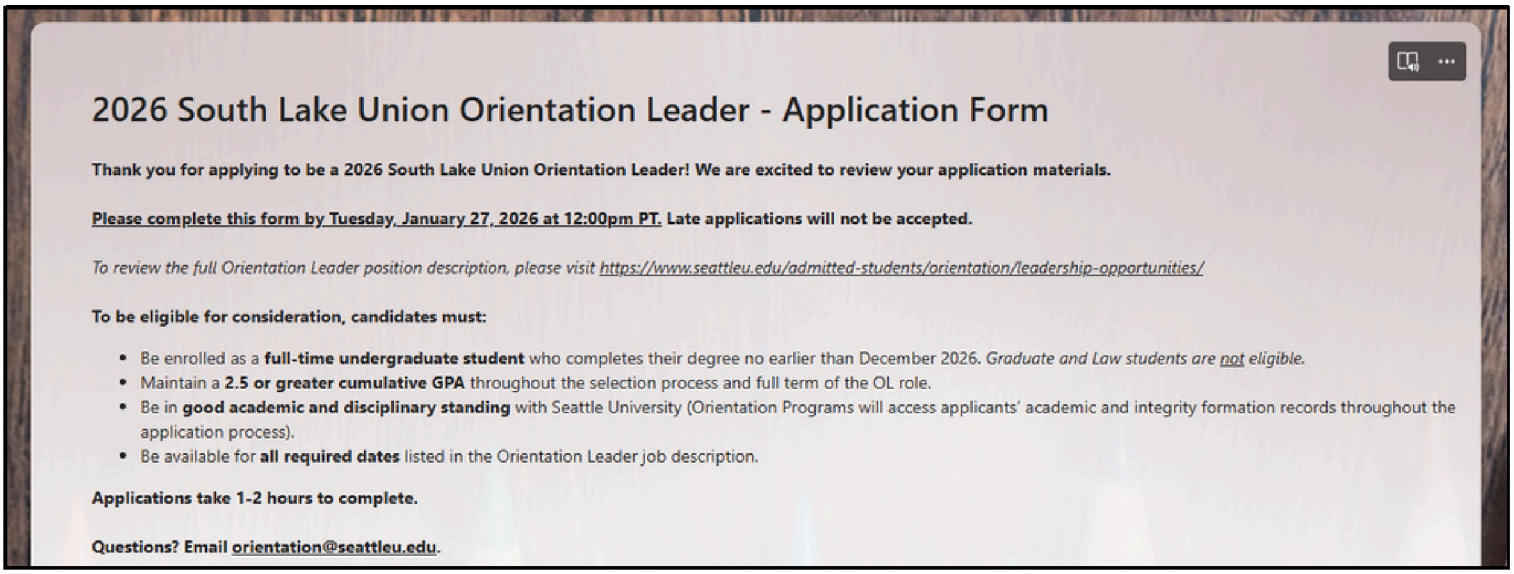
HOW TO APPLY - CONTINUED

STEP 6

You will now be viewing the 2026 SLU Orientation Leader - Application Form.

Please read the instructions and questions carefully.

Then, complete the entire form.



2026 South Lake Union Orientation Leader - Application Form

Thank you for applying to be a 2026 South Lake Union Orientation Leader! We are excited to review your application materials.

Please complete this form by Tuesday, January 27, 2026 at 12:00pm PT. Late applications will not be accepted.

To review the full Orientation Leader position description, please visit https://www.seattleu.edu/admitted-students/orientation/leadership-opportunities/

To be eligible for consideration, candidates must:

- Be enrolled as a **full-time undergraduate student** who completes their degree no earlier than December 2026. *Graduate and Law students are not eligible.*
- Maintain a **2.5 or greater cumulative GPA** throughout the selection process and full term of the OL role.
- Be in **good academic and disciplinary standing** with Seattle University (Orientation Programs will access applicants' academic and integrity formation records throughout the application process).
- Be available for **all required dates** listed in the Orientation Leader job description.

Applications take 1-2 hours to complete.

Questions? Email orientation@seattleu.edu.

QUESTIONS?

If you have any questions about Orientation or the OL position, application, or interview process, please do not hesitate to contact us!

Office: Student Center 320 or Student Life Office at Cornish Commons
Email: orientation@seattleu.edu
Phone: 206-296-2525