

Orientation

2026 Orientation Leader Job Description New Student & Parent Programs, Center for Student Involvement

Complete the Online Application by visiting [this link](#) or by scanning the QR code below.

Attend an Info Session! Want to learn more about the OL position and selection process? Join us for in-person sessions during the dates below:

- **Info Session #1: December 3, 2025 @ 1pm - 2pm - Benson Parlor BC**
- **Info Session #2: December 4, 2025 @ 5:30pm - 6:30pm - Locatelli, Conference Room 209**
- **Info Session #3: December 5, 2025 @ 4pm - 5pm - Benson Parlor BC**

Selection Timeline

- **[Application Opens](#): Monday, December 1 at 9:00 am**
- **Application Closes: Friday, January 9 at 11:59 pm**
- **Two Rounds of Interviews:**
 - **Group Interviews: January 15 - January 17**
 - **Individual Interviews: January 20 - January 23**
- **Offers will be made to selected candidates on Friday, January 30**
- **Deadline to Accept: Friday, February 4**
- **New OL Welcome Meeting: Friday, February 13 (time TBD)**



Position Purpose

Being an Orientation Leader (OL) is one of the premier leadership opportunities Santa Clara University has to offer. The Orientation program is one of the essential pieces in a new student's transition to the university, and the OLs are the heart of the program. OLs serve as peer mentors and guides for new students and their families, helping them transition into the Santa Clara University community. OLs build connections, share resources, and foster a welcoming environment that reflects SCU's values.

OLs come from various backgrounds, areas of study, and personality types. Everyone is welcome and encouraged to apply to be an OL.

Qualifications for Application, Selection, and Conditions of Employment

- Candidates must be enrolled as a full-time, degree-seeking undergraduate student at Santa Clara University for the Winter 2026, Spring 2026, and Fall 2026 quarters.
- Candidates must meet all eligibility requirements as stated in the [Santa Clara University Student Employment Policy and Procedures Manual](#).
- Candidates must maintain a minimum cumulative GPA of 2.7 at the time of application and during the entire term of employment.
- Candidates must be in good disciplinary standing with the university at the time of application and during the entire term of employment.
- Upon hire, all candidates are required to enroll in ASCI 26: *Orientation Student Leadership* during Spring 2026.
- Candidates must be available to work up to 40 hours/week during Summer Training and Orientation Sessions (June-August 2026) and Welcome Weekend (September 2026). Work includes both in-person and virtual components.

- Candidates may **not** work as a Community Facilitator, LEAD Week Assistant, or similar positions that require formation training in Summer 2026 during the 2026-27 academic year.
- Candidates may **not** study abroad in Spring 2026, Summer 2026, or Fall 2026.
- Candidates may **not** enroll in synchronous classes during Summer 2026.
- Candidates must be able to work effectively with a diverse community of team members, students, and families, demonstrating respect for different backgrounds, cultures, abilities, and perspectives.
- Candidates must present themselves in a manner consistent with the values of the University in all forums, including, but not limited to, online web environments such as Facebook, Instagram, TikTok, Twitter (X), Snapchat, etc.

Compensation & Benefits

- Hourly wage of \$18.70/hour (2026 City of Santa Clara minimum wage)
- On-campus housing for summer training and Orientation sessions (exact dates TBD)
- Early move-in for Fall 2026 (exact dates TBD)
- Some meals will be provided during summer training and Orientation sessions

Essential Duties and Responsibilities

- Participate fully in Orientation Leader training, team meetings, and program preparation.
- Assist with the logistics of Orientation programs, including check-in, event set-up, and guiding participants between sessions.
- Contribute to projects such as creating social media content, hosting team bonding events, creating newsletters, and supporting other initiatives as needed.
- Collaborate with other Orientation Leaders and staff to ensure programs run smoothly and efficiently.
- Welcome and support new students and their families during Orientation and Welcome Weekend.
- Serve as a peer mentor and resource, answering questions and sharing information about campus life, academics, and student services.
- Facilitate small group discussions and activities that promote connection, belonging, and student engagement.
- Model inclusive leadership by respecting and valuing diverse backgrounds, perspectives, and experiences.

Receive Work Direction From

- Orientation Leadership Team & Student Assistants
- Senior Assistant Director for New Student and Parent Programs
- Associate Director, Center for Student Involvement
- Director, Center for Student Involvement

See annual time commitment on next page

Time Commitment

While there will be some outliers, the time commitments for an Orientation Leader are primarily during the Spring Quarter, the week after Spring Finals through August 31, and September 14-20.

New OL Welcome Meeting: February 13 (Time TBD)

- Welcome meeting for all newly selected OLs: get to know your coworkers and learn about the spring class.

Spring Quarter: March 30 - June 5 (3-5 hours/week)

- Weekly OL Training Course (2 credits, unpaid), Tuesdays 3:50 pm - 5:30 pm
- Weekly assignments (1-2 unpaid hours)
- Committee Tasks (1-2 paid hours per task)

Orientation Leader Retreat: April 24 - April 26 (Friday - Sunday)

- Overnight leadership and team bonding retreat at off-site location
- Unpaid, but all expenses (food, travel, lodging) covered

Summer Training: June 22 - July 10 (40 paid hours/week)

- Topics focus on SCU campus resources & leadership development
- Training will be on weekdays from 9 am - 5 pm

Orientation Programming: July 13 - Beginning of August (25-35 paid hours/week)

- Collaborating with OLs and campus partners to develop, prepare, and facilitate activities and programming for first-year and transfer students for in-person sessions and virtual programming via Bronco Exchange
 - Session 1: ____ (in person)
 - Session 2: ____ (in person)
 - Session 3: ____ (in person)
 - Session 4: ____ (in person)
 - Session 5: ____ (in person)
 - Session 6: ____ (in person)
 - Transfer Orientation Session: ____ (in person)

Welcome Weekend and Fall Preparation: September 14 - 20 (20-30 paid hours)

- OLs will assist with welcoming the Class of 2030 and transfer students to campus
- Access to early residence hall move-in dates for the Fall Quarter (most likely on September 13 - exact date TBD)
- Assist with final Orientation sessions for first-year students
- Assist with Welcome Weekend programming from September 18 - September 20