



New Student Orientation  
Westfield State University  
577 Western Ave  
Westfield, MA 01086

February 13, 2023

Dear Candidate,

Thank you for your interest in becoming an Orientation Leader for the 2023 New Student Orientation Program. I am excited to begin the selection of our next student leadership team.

Making connections throughout the university is critical for your success as a student. As an Orientation Leader, you will have the opportunity to make and enhance connections with faculty, staff and a variety of students from the WSU community. In addition, you benefit from learning detailed information about university programs and services, which increases your campus knowledge. This student leader position is an integral part of the Orientation program. Orientation Leaders hold a prestigious leadership role on campus, and often use their experience as a stepping-stone to employment in other roles on campus.

The Orientation Leader position is designed to increase your leadership skills and abilities. Orientation Leaders develop skills in group problem solving, conflict resolution, interpersonal communication and team building. The Orientation experience also provides students with the opportunity to interact with a diverse population of students, fostering skills important for future employment. Throughout the program, you will have opportunities to use these skills in hands-on situations, thus providing an experience upon which employers look favorably.

Collectively, Orientation Leaders are responsible for introducing Westfield State University to all incoming first year, international, and transfer students. Students in this role have a huge impact on other students and have the ability to make or break a student's college experience. When taking on this position, students go further than taking a new job, they step into the role of a valued leadership position at the University.

Please carefully read the entire packet that follows this letter. You will find position requirements and responsibilities, selection timeline, materials needed, and a list of perks we offer to those students selected to serve as Orientation Leaders.

If during the application process you should have any questions, concerns, or require accommodations for your interview please reach out. I am available to talk and answer any questions that you may have.

Warmest Regards,  
Matt

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**Matt Dellea, M. Ed.**

Director - Student Activities, Involvement, and Leadership (S.A.I.L.)

Coordinator - New Student Orientation Programs

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Pronouns I use: He/Him/His

# New Student Orientation 2023

Department of Student Activities, Involvement, and Leadership

## NEW Orientation Leader Application Packet

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### Reports To/Supervision Provided

- Reports to: New Student Orientation Coordinator and the Assistant Coordinator Team
- No Supervision in this role

### Application Timeline

- **Applications Due:** March 20<sup>th</sup> by end of the day
- **Group Process Day:** March 26<sup>th</sup> from 1pm – 5pm
- **Individual Interview Notifications:** March 27<sup>th</sup>
- **Individual Interviews:** April 3<sup>rd</sup> – 7<sup>th</sup> (*Candidates attend a 30min slot*)
- **Hiring Decision Letters:** April 10<sup>th</sup>
- **Work Agreement Due (if hired):** April 14<sup>th</sup>

### Application and Interview Materials Required

- Attached Application
- A Professional Cover Letter that addresses the questions on the application form
- One Letter of Recommendation speaking on your leadership ability, *sent directly to Matt Dellea by March 23<sup>rd</sup> at 4:00 p.m.*
- **Group Process Day:** Network with other candidates, hear from current staff members about the job, and participate in a few group exercises. Takes place March 26<sup>th</sup>.
- **Individual Interviews:** Candidates who move on to the second round of the process will meet with University Administrators, NSO Professional Staff, and Student Coordinators for an interview.

### Position Requirements

- **MUST** be a current full-time undergraduate student at Westfield State University
- **MUST** be a full-time undergraduate student for the fall 2023 semester.
- **MUST** have a semester and cumulative GPA of 2.5 or higher for Fall-21/Spring-22 semesters
- **MUST NOT** be on academic probation
- **MUST NOT** have an active judicial file; active meaning 1-calendar year from date of infraction
- Due to the nature of our program, students **MAY NOT** hold leadership positions as both Orientation Leaders and Resident Assistants. Exceptions may be made in special circumstances, and these will be reviewed and determined by selection teams for both NSO and Residential Life.

### Position Summary

The New Student Orientation team is one of the most **engaging** and **energetic** groups of the Westfield State University campus. Each member of the Orientation team is **dedicated** to **welcoming** new students and their parents, families, and allies to the Westfield State community, ensuring they have a fun, engaging, and educational Orientation experience. OLS are **role models** as well as **sources of support** and information for the new first-year and transfer students. They play a major role in facilitating the adjustment of new students to the Westfield State University community. They share information and **personal experiences** with their students and **help foster relationships** with their groups.

## Position Responsibilities

Orientation Leaders are responsible for the following:

- **Leadership & Role Modeling**
  - Working as a cohesive team member for New Student Orientation
  - Acting as a positive representative of Westfield State & New Student Orientation
  - Maintain an open and professional relationship with your student groups
  - Understanding, following, and enforcing University policies and Local, State and National regulations
- **Training, Teambuilding, and Program Preparation**
  - Attending Spring Training Day
  - Attending two week Orientation Leader training in August
  - Assisting with set up of Orientation spaces, rooms, bulletin boards, and more
  - Assisting with other relevant administrative duties as assigned
- **Orientation Program**
  - Facilitating activities and group discussions to develop relationships among students
  - Explaining academic opportunities, processes, and requirements
  - Promoting extracurricular activities, leadership opportunities, and social programs
  - Leading campus tours to highlight campus buildings, faculty/staff offices, and other resources available
- **Community Building Responsibilities**
  - Communication with your students over the summer
  - Hosting and Assisting with Welcome Week events as necessary
  - Serve as a resource to your First-Year students for the entire Fall Semester
  - Coordinate four First Year Programs during the Fall Semester
- **Orientation Leaders may perform other relevant duties as assigned**

## Required Contract Dates

- **Spring Training Day:** April 30<sup>th</sup> from 10am – 4pm
- **May - August:** Available to students through email and social media
- **OL Move-In Day and Kick-Off:** August 20<sup>th</sup> beginning at 1pm
- **OL Training and Program Development:** August 20<sup>th</sup> – August 31<sup>st</sup>
- **NSO Program:** September 1<sup>st</sup> – 4<sup>th</sup>
- **September – December:** A total of 4 events to assist students in their transition during the fall. Dates and Times coordinated with the Coordinator of Student Activities.

## Position Perks

Beginning with Orientation Leader Training in August, students will receive a stipend of \$1,400. Payment is made out in three checks, two during August/September and one after successful completion of Fall Semester events. In addition to the stipend, Orientation Leaders receive the following:

- Partial Meal Plan during August Training and NSO Program Days
- No early arrival fees (if living on campus)
- Uniform Clothing
- Special Clothing Items



# New Student Orientation 2023

Department of Student Activities, Involvement, and Leadership

## NEW Orientation Leader Application

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Legal Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Residency Status: Commuter Student Resident Student Are you a Transfer Student? YES NO

Clubs/Organizations/University Programs:

\_\_\_\_\_

\_\_\_\_\_

Current Class Standing: FY SO JR SR Expected Graduation Month/Year: \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

Current Cumulative GPA: \_\_\_\_\_ Fall 2022 Semester GPA \_\_\_\_\_

**Please provide a Professional Cover Letter addressing the following questions:**

Why are you interested in being an Orientation Leader? Why should you be considered for the position with the New Student Orientation Program? What do you view as the major roles of the Orientation Leader position? Which roles are you most looking forward to and which roles do you think will challenge you? Why?

### References

One Letter of Recommendation from a Westfield State University Faculty or Staff Member speaking on your leadership ability, sent to Matt Dellea by March 23<sup>rd</sup>.

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I certify that the information I have provided on this application is accurate and complete. I also understand that the Office of Student Activities, Involvement, and Leadership will verify my judicial and academic standing to ensure that I meet the minimum requirements for a staff position and may choose to discuss my candidacy with other appropriate University officials as a means to further determine my suitability as a staff member.

By signing below I acknowledge receipt of this notice, give permission for such checks and understand that failing to meet the requirements will remove me from the application process.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MUST BE SUBMITTED TO MATT DELLEA IN THE SAIL CENTER NO LATER THAN MARCH 20<sup>th</sup>**  
YOU MAY ALSO RETURN THIS APPLICATION FORM AND OTHER MATERIALS via email to [nso@westfield.ma.edu](mailto:nso@westfield.ma.edu)