

2025 Orientation & Transition Team Application Packet



2024 Orientation & Transition Team

New Student & Family Programs is excited to announce the call for applications for the 2025 Orientation & Transition Team. The Orientation & Transition Team (OATies) are responsible for the successful transition of our newest Spartans. OATies will support orientations in January 2025, Summer 2025, and Spartan Spark, SJSU's fall transition program for first-year students. A year on our team is a unique experience to foster leadership skills while supporting new Spartans and helping them find their place at San Jose State.

Apply Here! tinyurl.com/2025SJSUOATieApp

Applications are due Tuesday, September 17, 2024 at 11:59 p.m.

Application Process

All new applicants are required to complete an online application. Selected applicants based on the online applications will be invited to attend a large group interview and an individual interview. In the interviews, applicants will be evaluated on a series of skills we look for in an Orientation & Transition Team Member. For a full timeline of the application process, please review the next page.

Thank you for your interest in applying to be a 2025 Orientation & Transition Team Member. If you have any questions regarding the selection process, please email us at newspartans@sjsu.edu or call us at (408) 924-5972.

2025 Orientation & Transition Team Recruitment & Selection Timeline

Date	Time	What
Monday, August 12, 2024	9:00 AM	Application Available: tinyurl.com/2025SJSUOATieApp
Tuesday, August 27, 2024	6:00 PM - 7:00 PM	Orientation Leader Informational Session #1 Location: Student Union Meeting Room 1B RSVP Here!
Thursday, August 29, 2024	11:00 AM - 12:00 PM	Orientation Leader Informational Session #2 (Virtual) Location: Zoom RSVP Here!
Wednesday, September 4, 2024	12:00 PM - 1:00 PM	Orientation Leader Informational Session #3 (In-Person) Location: Student Union - Meeting Room 2B RSVP Here!
Wednesday, September 11, 2024	3:30 PM - 4:30 PM	Orientation Leader Informational Session #4 (Virtual) Location: Zoom RSVP Here!
Thursday, September 12, 2024	2:00 PM - 3:00 PM	Orientation Leader Informational Session #5 (In-Person) Location: Student Union - Meeting Room 1A RSVP Here!
Tuesday, September 17, 2024	By 11:59 PM	Application Due tinyurl.com/2025SJSUOATieApp <i>(mandatory for all applicants)</i>
Friday, September 27, 2023	9:00 am – 1:00 pm OR 2:00 pm – 6:00 pm	Orientation Leader Group Interview Workshop <i>[Required - Applicants will receive an email to select a time after their application is submitted and reviewed]</i>
Monday, September 16, 2024 – Friday, September 27, 2024	9:00 AM – 5:00 PM	Orientation Leader Individual Interviews <i>[Required - Applicants will receive an email to select a time after their application is submitted and reviewed]</i>
Wednesday, October 9, 2024	By 5:00 PM	Orientation Leader Offers Extended <i>(once student conduct records & grades are cleared)</i>
Thursday, October 24, 2024	6:00 PM - 8:00 PM	Orientation & Transition Team First Meeting

To ensure you are available for the entire Orientation & Transition Team commitment from now through Fall 2025, please note the following tentative program dates and keep them available:

- 1) UNVS 199 (Orientation Leadership Studies) 3-Unit Course: Every Tuesday of Spring 2025
- 2) January Training & New Student Orientation: *Dates to be Announced*
- 3) Orientation & Transition Team Retreat: *January - Date to be Announced*
- 4) Admitted Spartan Day: April 2025
- 5) Orientation & Transition Team Summer Training: *Early Summer 2025 - Dates to be Announced*
- 6) Orientation Sessions: Summer 2025 (*exact dates and modality TBA*)
- 7) Summer Banquet: End of Summer 2025
- 8) Spartan Spark Training: *Mid-August, Dates to be Announced*
- 9) New Student Convocation: *Mid-August, Dates to be Announced*
- 10) Parent and Family Weekend: September 2025 (*Typically the end of September*)

2025 Orientation & Transition Team Requirements & Responsibilities

Position Minimum Requirements:

- Be in good academic standing and have a minimum SJSU cumulative GPA of 2.5
- Must be in good standing with the university at the point of application. Issues of probation will be discussed as they arise with consideration for the individual staff member and impact of the team.
- Maintain good academic and disciplinary standing through Fall 2025
- Be a current SJSU student and have passed at least 12 semester units at SJSU prior to Spring 2025
- Complete the mandatory 3-unit UNVS 199 course during the Spring 2024 semester (Tuesdays, 4:30 - 7:15 pm) beginning Tuesday, January 21, 2025
- Must receive approval to enroll in more than 18 units in Spring 2025
- Will return to SJSU as a student in the Fall 2025 semester
- Relate well with students, parents/family members, staff, faculty, and administrators
- Be reliable, punctual, responsible, flexible, a team player, and demonstrate strong communication skills
- Attend and participate in all orientation team trainings and required events
- Cannot work another on campus job during the Summer 2025
- Adhere to orientation uniform guidelines at all required events
- Cannot be enrolled in summer session classes at SJSU (on campus or online)
- Adhere to student assistant expectations outlined by the department
- Conduct self in a professional manner at all times

Position Responsibilities:

- Dedicate time and energy into the learning, growth, self-discovery, and development of new students
- Communicate effectively and regularly on an individual and group basis with student and professional orientation staff as well as campus partners during the academic year and summer
- Participate in mentorship meetings and activities with Leadership Team members
- Work ALL orientation sessions (Dates and specific duties TBD):
 - Be available for all orientation sessions hosted during the summer of 2025
 - Serve as a small group leader during new student orientation sessions
 - Work individually and in teams to provide operational support
 - Articulate knowledge of campus resources and programs to new Spartans
 - Be a reliable, punctual, responsible, collaborative, and caring team member
 - Be highly motivated, dependable, and sincere in representing SJSU and NSFP
- Complete assessment surveys and evaluations throughout the year as requested
- Participate and support various campus events and initiatives as requested by orientation, the Division of Student Affairs, and wider SJSU campus departments (Admitted Spartan Day, etc.)
- Required to continue as a Spartan Spark Leader in Fall 2025 Semester
- Adhere to [student assistant expectations outlined by the department](#)
- Other duties as assigned

2024 Orientation & Transition Team Compensation & Employee Status

Total Compensation:

Wages

- \$17.55 per hour (pay is subject to state and federal taxes)
- Summer Hours:
 - June and July 2025: Up to 40 hours a week
 - August 2025: Up to 20 hours a week
 - September 2025 - December 2025: Up to 10-15 hours a week
- Employment Period: January 2024 - December 2024

Housing & Meals Package

- Housing provided during the summer program in one of the on campus residence halls. Move-in and move-out dates to be announced
- Meals are provided during all orientation sessions and various orientation events
- **** Housing will not be provided if our orientation programs are facilitated virtually**

Materials

- Orientation and Transition Team Members will receive orientation uniform (day 1 polo, day 2 shirt, nametag), clipboards, and other possible giveaways

What is in it for me? Personal and professional development and more!

- Recognition as one of SJSU's visible leaders
- Extensive leadership training for personal and professional growth
- Opportunities to make connections with SJSU students, faculty, staff
- Opportunity to build community and long-lasting relationships amongst the 2025 Orientation and Transition team and alumni
- Elective credit for completing UNVS 199: Orientation Leadership Studies course
- Opportunity to positively impact the lives of over 8,000 new Spartans

Employee Status:

Orientation Leaders are employees and representatives of SJSU and must abide by all SJSU policies

Student employee status means:

- New Student & Family Programs (NSFP) student staff follow the supervision and direction of professional staff (student team leaders will serve as liaisons between professional staff and student staff)
- Input from NSFP student staff is valued. However, all final decisions related to program content and operation rest with New Student & Family Programs professional staff

San José State University does not discriminate on the basis of race, color, national origin, sex, disability, age or sexual orientation in the education programs or activities it conducts. We encourage applicants with diverse backgrounds, skills, ages and interests.

Individuals with disabilities needing accommodations for the interview process should request them in advance. Reasonable accommodations will be provided (e.g., sign language interpreter, reader, etc.). Contact us as soon as possible at (408) 924-5972 or newspartans@sjsu.edu.