



SAIL Department
Westfield State University
577 Western Ave
Westfield, MA 01086

February 27, 2025

Dear Candidate,

Thank you for your interest in becoming a student leader in the Department of Student Activities, Involvement, and Leadership. This is one of my favorite times of year as students get excited to apply or run for our student leadership teams. My team and I look forward to the selection and election processes for our 2025-2026 Student Leadership.

Making connections throughout the university is critical for your success as a student. As a student 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 about the policies and procedures that direct our university programs and services, which increases your campus knowledge. Our student leader positions are an integral part of the SAIL Department and its programs.

All of our positions are designed to increase your leadership skills and abilities. Student Leaders will develop skills in group problem solving, conflict resolution, interpersonal communication, and team building. The experiences provide students with the opportunity to interact with a diverse population of students, fostering skills important for future employment. Throughout all of our programs, you will have opportunities to use these skills in hands-on situations, thus providing an experience upon which employers look favorably.

Students in these roles 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 understand this is more than an employment opportunity; students 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 a list of available positions for the New Student Orientation Team, requirements and responsibilities, selection timeline, any required materials needed, and a list of perks we offer to those students selected to serve in these roles.

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

High Five!
Matt

Matt Dellea, M. Ed.

Director - Student Activities, Involvement, and Leadership (SAIL)
SAIL Center - Ely 071
413.572.8157
mdellea@westfield.ma.edu

Pronouns I use: He/Him/His

SAIL Orientation Leaders 2025

Positions Available

Click on the Position title to be brought to the position description, requirements, and important information. (e-doc only)

[Summer Orientation Leader \(Page 4\)](#)

We are seeking 20 students to facilitate the onboarding of the Class of 2029 and incoming transfer students over the Summer Orientation sessions. These events are scheduled to take place on 4 dates throughout the summer and will focus on creating a sense of community. Student Leaders will engage with new students and demonstrate what it means to be an Owl at Westfield State through a variety of interactive sessions and social events.

[Fall Orientation Leader \(Page 6\)](#)

We are seeking 40 students to foster a community and provide mentorship for incoming first year and transfer students at the Fall Orientation Program. Leaders will assist an assigned group of students in their transition to the university and serve as a point of contact throughout their first weeks at Westfield State. Creating a sense of belonging and pride in the institution will be a priority during this program.

Position Requirements

- **MUST** be a current full-time undergraduate student at Westfield State University
- **MUST** be a full-time undergraduate student for the fall 2024 semester.
- **MUST** have a semester and cumulative GPA of 2.5 or higher for Fall-24/Spring-25 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 programs, students **MAY NOT** hold leadership positions in more than one area within the SAIL Department or in Residential Life, *except for the position of Summer Orientation Leader.*

Click below for the Application!

[Orientation Leader Application](#)

Summer Orientation Leader

Application Timeline

- **Applications Open:** February 27, 2025
- **Applications Due:** March 21, 2025
- **Individual Interview Notifications:** March 24, 2025
- **Individual Interviews:** March 25, 26, and 27, 2025 (scheduled with candidate)
- **Decision Letters:** April 1, 2025
- **Leadership Agreement Due (if selected):** April 11, 2025

Application and Interview Materials

- Online Application
- A Professional Cover Letter that addresses the following questions:
 - Why are you interested in being a Student Leader? Which position(s) are you applying for and why should you be considered for the position(s)? What do you view as the major roles of the position(s)?
- One Letter of Recommendation from a former supervisor, non-student mentor, faculty member, or advisor speaking on your leadership ability, *sent directly to Matt Dellea by March 25th*.
- **Department Staff Interview:** Candidates will meet with SAIL Professional Staff and Student Coordinators for a 45-minute interview. The interview will include a 5 minute presentation.
 - *PRESENTATION TOPIC: You are speaking at Summer Orientation to a room of students, families, and champions. Explain to the room what it means to be a Westfield State Owl and how to make the most of the college experience at Westfield State.*

Reports To/Leadership Provided

- Reports to: The New Student Orientation Coordinator Team

Position Date Requirements

- **Spring Training Day:** April 27, 2025 from 1pm – 5pm
- **June Training:** June 11 – 15, 2025
- **Session A:** June 16, 2025
- **Session B:** June 24 – 25, 2025
- **Session C:** July 16 – 17, 2025
- **Session D:** August 4 - 5, 2025
- **Leadership Training:** August 17 – 30, 2025 (If a Fall OL as well)
- **Fall Orientation and Welcome Week:** August 31 – September 6, 2025 (If a Fall OL as well)
- **Transfer Transition Tuesdays:** Every Tuesday from June 24 – July 29. Not all dates required, more info to follow.

Position Summary

The New Student Orientation Summer 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 champions to the Westfield State community, ensuring they have a fun, engaging, and educational Orientation experience. They play a major role in facilitating the adjustment of new students to the Westfield State University community. They share information and personal experiences in order to help incoming students understand what it means to be an owl.

Position Responsibilities

Orientation Leaders are responsible for the following:

- **Leadership & Role Modeling**
 - Work as a cohesive team member for New Student Orientation
 - Act as a positive representative of Westfield State & New Student Orientation
 - Maintain an open and professional relationship with students
- **Training, Teambuilding, and Program Preparation**
 - Attend all Leadership Training Sessions
 - Assist with set up of Orientation spaces, rooms, bulletin boards, and more
 - Assist with other relevant administrative duties as assigned
- **Orientation Program**
 - Facilitate activities and group discussions to develop relationships among students
 - Promote extracurricular activities, leadership opportunities, and social programs
 - Lead campus tours to highlight campus buildings, faculty/staff offices, and other resources available
 - Facilitate social event at the end of day program celebrations

Position Perks

Beginning with Orientation Leader Training in June, students will receive a stipend of \$1200. Payment is made out in four checks, one after each summer session.

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

Fall Orientation Leader

Application Timeline

- **Applications Open:** February 27, 2025
- **Applications Due:** March 21, 2025
- **Individual Interview Notifications:** March 24, 2025
- **Individual Interviews:** March 25, 26, and 27, 2025 (scheduled with candidate)
- **Decision Letters:** April 1, 2025
- **Leadership Agreement Due (if selected):** April 11, 2025

Application and Interview Materials

- Online Application
- A Professional Cover Letter that addresses the following questions:
 - Why are you interested in being a Student Leader? Which position(s) are you applying for and why should you be considered for the position(s)? What do you view as the major roles of the position(s)?
- One Letter of Recommendation from a former supervisor, non-student mentor, faculty member, or advisor speaking on your leadership ability, *sent directly to Matt Dellea by March 25th*.
- **Department Staff Interview:** Candidates will meet with SAIL Professional Staff and Student Coordinators for a 45-minute interview. The interview will include a 5 minute presentation.
 - *PRESENTATION TOPIC: You are meeting with your group of new students at Orientation in the fall. Talk to them about your Westfield State Experience and what it means to be a student at Westfield State.*

Reports To/Leadership Provided

- Reports to: The New Student Orientation Coordinator Team

Position Date Requirements

- **Spring Training Day:** April 28, 2024 from 10am – 3pm
- **Summer Requirements:** Available by E-mail, Microsoft Teams, and Instagram
- **Move-In Day and Kick-Off:** August 17, 2025
- **Leadership Training:** August 17 – 30, 2025
- **Fall Program and Welcome Week:** August 31 – September 7, 2025

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**
 - Work as a cohesive team member for New Student Orientation
 - Act as a positive representative of Westfield State & New Student Orientation
 - Maintain an open and professional relationship with your student groups
 - Understand, follow, and enforce University policies and Local, State and National regulations
- **Training, Teambuilding, and Program Preparation**
 - Attend Spring Training Day
 - Attend two-week Orientation Leader training in August
 - Assist with set-up of Orientation spaces, rooms, bulletin boards, and more
 - Assist with other relevant administrative duties as assigned
- **Orientation Program**
 - Facilitate activities and group discussions to develop relationships among students
 - Explain academic opportunities, processes, and requirements
 - Promote extracurricular activities, leadership opportunities, and social programs
 - Lead campus tours to highlight campus buildings, faculty/staff offices, and other resources available
- **Community Building Responsibilities**
 - Communicate with your students over the summer
 - Host and Assist with Welcome Week events as necessary
 - Serve as a resource to your First-Year students for the entire Fall Semester

Position Perks

Beginning with Orientation Leader Training in August, students will receive a stipend of \$1,200. Payment is made out in two checks. 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