

Student Orientation Assistant Job Description

The position of Student Orientation Assistant requires a person to handle the following responsibilities:

1. Attend training sessions once a week throughout the spring semester on Wednesday afternoons from approximately 4:00-6:00
2. Attend the entire SOA retreat in March.
3. Work 10 hours per week during the month of May until CUSTOMS begins. Hours during June and July will only be on CUSTOMS session days.
4. Attend a full day training session in May, soon after exams.
5. Attend all assigned CUSTOMS sessions, including summer 2015 and spring 2016- including set up and clean up of all CUSTOMS sessions and activities.
6. Possibility to work Transfer Advising Days- (6 total April- August)
7. Be a mentor to and lead new students in groups during the orientation process. Requires complete knowledge of the CUSTOMS tour, flipchart presentation and university resources and policies
8. Attend all required Welcome Week activities.
9. Be PUNCTUAL to all CUSTOMS activities!

Required Qualifications/Expectations:

- 2.3 overall GPA or higher
- Conduct yourself as a representative of MTSU at all times
- Have and present a positive attitude and image of the university
- Help students feel welcome and comfortable with MTSU
- Educate students on MTSU policies, procedures and practices
- Possess excitement and pride for MTSU and a strong interest and desire to help new students and their families make a positive transition to MTSU
- Ability to work and communicate well with others
- Present academic opportunities and acquaint student with campus services, activities and building locations.
- Assist with student course selection
- Good communication skills- (presentation, public speaking, facilitating conversation)
- Appropriate and professional Online Community profiles and pages, including Facebook, Instagram and Twitter- SOAs are required to be a positive representation of the university.

Application process

****All applicants will be prescreened by video interview before personal interviews will be scheduled. These video interviews will be no more than 5 minutes in our office. Please call (615) 898-2454 to schedule your prescreening video interview. These video interviews can be done daily Monday-Friday 8:30-4:00 beginning October 8-27, 2014. This can be done BEFORE you complete and turn in your SOA application.**

During the prescreening you will draw 2 questions from a box and will be asked these by the person videoing the interview. You have only 5 minutes to answer these questions.