MTSU New Student and Family Programs

2024 Student Orientation Assistant Job Description

Responsibilities and Expectations:

• Attend training sessions once a week throughout the spring semester on *Wednesday afternoons from approximately 4:00-6:00- training may be in person or virtual depending on restrictions

• Attend the entire SOA retreat if able to have in person or virtually March 15-16, 2024 *

• Work 10-15 hours per week during the month of May until CUSTOMS begins to prep for CUSTOMS. Hours during June and July will only be on CUSTOMS session days.

• Attend a full day training session May 6, 2024*.

• Execution of all assigned CUSTOMS sessions, including summer 2024 and spring 2025- including set up and cleanup of all CUSTOMS sessions and activities.

• Work Transfer CUSTOMS session- (April- August) only the 3 on-campus sessions.

• Be a mentor and role model to new students in groups during the orientation process. Requires complete knowledge of the CUSTOMS tour, flipchart presentation and university resources and policies

• Present academic opportunities and acquaint students with campus services, resources, involvement activities and building locations.

• Educate students on MTSU policies, procedures, and resources.

• Attend required Connection Point activities.

• This list is not comprehensive and SOAs will be expected to complete other duties as they arise.

• Be PUNCTUAL to all CUSTOMS activities!

*Dates and events subject to change

Required Qualifications/Eligibility:

• 2.3 overall GPA or higher through the duration of employment

• Conduct yourself as a representative of MTSU at all times

• Exhibit qualities of a student leader: reliable, responsible, confident, adaptable, strong work ethic, problem solver, takes initiative and ability to manage conflict

• Have and present a positive attitude and image of the university

• Help students feel welcome and comfortable with MTSU

• Possess excitement and pride for MTSU and a strong interest and desire to serve new students and their families make a positive transition to MTSU

• Ability to work and communicate well with a diverse group of team members
• Show respect for others and a willingness to appreciate other’s views and differences
• Strong communication skills- (presentation, public speaking, facilitating conversation)
• Appropriate and professional Social Media profiles and pages, including Facebook, Instagram and X- SOAs are required to be a positive representation of the university.

Benefits:
• Gain knowledge of campus resources and services
• Gain leadership opportunities and professional experiences
• Network with university staff and fellow students
• Serve as a mentor to incoming students
• University gear including but not limited to staff polos, nametags, backpacks, tshirts etc.
• $10 per hour compensation

Application process and timeline:
• Applications available on September 30, 2023 at www.mtsu.edu- click left menu – STAFF/Apply Now-- APPLICATIONS DUE NOVEMBER 17, 2023.

• Info tabling and sessions available on the following dates to provide additional information and answer questions.

• Interviews will be offered (beginning October 18) as soon as you submit your application-check your MTSU email.

• SOA positions offered before the end of the semester.

• Questions? Contact us at customs@mtsu.edu or 615-898-2454

• Apply here: www.mtsu.edu/customs