

MTSU New Student and Family Programs
2023 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 17-18, 2023 *
- Work 10-15 hours per week during the month of May until CUSTOMS begins. Hours during June and July will only be on CUSTOMS session days.
- Attend a full day training session May 8, 2023*.
- Execution of all assigned CUSTOMS sessions, including summer 2023 and spring 2024- 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
- 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
- Educate students on MTSU policies, procedures and practices
- 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
- Present academic opportunities and acquaint student with campus services, resources, involvement activities and building locations.

- Strong communication skills- (presentation, public speaking, facilitating conversation)
- Appropriate and professional Social Media profiles and pages, including Facebook, Instagram and Twitter- SOAs are required to be a positive representation of the university.

Application process and timeline:

- Applications available on September 30, 2022 at www.mtsu.edu- click left menu – STAFF/ Apply Now-- APPLICATIONS DUE NOVEMBER 4, 2022.
- Info tabling and sessions available on the following dates to provide additional information and answer questions.
- Interviews will be offered (beginning October 14) as soon as you submit your application- check your MTSU email.

SOA INFO SESSIONS & TABLING:

Session Date	Type of activity	Location	Time of Event
9/29/22- R	Info Tabling	SU Atrium	10:30 am-1:30 pm
10/4/22 T	Info Tabling	SU Atrium	10:00 am-1:30
10/13/22- R	Info Tabling	SU Atrium	10:30 am-1:30 pm
10/18/22 – T	Info session	SU Room 210	3:00 pm- 4:00 pm
10/19/22- W	Info Tabling	SU Atrium	10:30 am-1:30 pm
10/25/22- T	Info Tabling	SU Atrium	10:30 am-1:30 pm

- SOA positions offered the week after Thanksgiving.
- Questions? Contact us at customs@mtsu.edu or 615-898-2454
- Apply here:

