MTSU New Student and Family Programs

2023 Student OrientationAssistant 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:

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<tr>
<th>Session Date</th>
<th>Type of activity</th>
<th>Location</th>
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<td>10/18/22 – T</td>
<td>Info session</td>
<td>SU Room 210</td>
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• SOA positions offered the week after Thanksgiving.
• Questions? Contact us at customs@mtsu.edu or 615-898-2454
• Apply here: