MTSU New Student and Family Programs

2020 Student Orientation Assistant Job Description

Are you ready to make your mark at MTSU and be part of the SOA tradition?

The Office of New Student and Family Programs is looking for a group of dedicated undergraduate student leaders to serve as Student Orientation Assistants (SOAs). SOAs at MTSU use their leadership skills and True Blue pride to welcome over 4500 New Raiders to campus annually. SOAs serve as peer educators, resource guides and role models to first-year students, transfer student and family members as they transition to MTSU. Being an SOA is a valuable leadership experience that allows for growth in areas of teambuilding, public speaking, communication and interpersonal skills, problem solving, conflict resolution and confidence.

Responsibilities and Expectations:

- Attend training sessions once a week throughout the spring semester on Wednesday afternoons from approximately 4:00-6:00
- Attend the entire SOA retreat in March 20-21, 2020*
- 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.
- Attend a full day training session May 11, 2020*.
- Execution of all assigned CUSTOMS sessions, including summer 2020 and spring 2021- including set up and cleanup of all CUSTOMS sessions and activities.
- Work 4 of 8 Transfer Advising Days- (April- August)
- 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 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
Required Qualifications/Eligibility Continued

- 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.

Information Sessions

Interested in learning more? Attend one of the interest sessions below to learn more about the responsibilities and benefits of being a Student Orientation Assistant. Attendance is not required but is strongly encouraged:

Thursday, September 26- 2:45-3:15 pm  
Student Union Parliamentary Room Room

Wednesday, October 2- 5:00-5:30 pm
Student Union Parliamentary

Thursday, October 17 5:00-5:30 pm  
Keathley University Center Room 322

Wednesday, October 23- 12:00-12:30 AND 2:00-2:30 pm  
Keathley Center Room 322

Are YOU ready to be part of the Tradition?  
Apply today!!

mtsu.edu/customs

3 recommendations required
Application deadline October 31, 2020