MTSU New Student and Family Programs

2022 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 18-19, 2022 *
• Work 10-15 hours per week during the month of May until CUSTOMS begins. Hours will depend on the situation with COVID-19 restrictions. Hours during June and July will only be on CUSTOMS session days.
• Attend a full day training session May 9, 2022*.
• Execution of all assigned CUSTOMS sessions, including summer 2022 and spring 2023- including set up and cleanup of all CUSTOMS sessions and activities.
• Work 4 of 8 Transfer CUSTOMS session- (April- August) only the 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 28, 2021 at www.mtsu.edu- click left menu – STAFF/Apply Now-- APPLICATIONS DUE NOVEMBER 5, 2021.
• Info 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:

<table>
<thead>
<tr>
<th>Session Date</th>
<th>Type of activity</th>
<th>Location</th>
<th>Time of Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/29/21 - W</td>
<td>Info Tabling</td>
<td>KUC 2nd floor</td>
<td>10:30 am-1:30 pm</td>
</tr>
<tr>
<td>9/30/21 - R</td>
<td>Info session</td>
<td>KUC 322</td>
<td>10:00 am</td>
</tr>
<tr>
<td>10/6/21 - W</td>
<td>Info Tabling</td>
<td>KUC 2nd floor</td>
<td>10:30 am-1:30 pm</td>
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<tr>
<td>10/13/21 - W</td>
<td>Info Tabling</td>
<td>SU Atrium</td>
<td>10:30 am-1:30 pm</td>
</tr>
<tr>
<td>10/14/21 - R</td>
<td>Info Session</td>
<td>SU 220</td>
<td>1:30 pm</td>
</tr>
<tr>
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<td>Info Tabling</td>
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<td>10:30 am -1:30 pm</td>
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<td>1:00 pm</td>
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<td>Info Session</td>
<td>SU 220</td>
<td>2:00 pm</td>
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</tbody>
</table>

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