

MTSU New Student and Family Programs  
**2021 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 19-20, 2021 \*
  - Work 10 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 10, 2021\*.
  - Execution of all assigned CUSTOMS sessions, including summer 2021 and spring 2022- including set up and cleanup of all CUSTOMS sessions and activities.
  - Work 4 of 8 Transfer Advising Days- (April- August) if transfer sessions are allowed on campus
  - 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.