MTSU New Student and Family Programs
2019 Student Orientation Assistant Job Description

Are you ready to make your mark at MTSU?
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, communications 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 15-16, 2019
• 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 6, 2019.
• Execution of all assigned CUSTOMS sessions, including summer 2019
  and spring 2020- including set up and clean up 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!

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.

**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:

- **Wednesday, October 10- 5:00 pm**
  Student Union Parliamentary Room

- **Thursday, October 11- 12:00 pm and 2:00 pm**
  Keathley University Center room 322