

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:

Session Date	Type of activity	Location	Time of Event
9/29/21- W	Info Tabling	KUC 2 nd floor	10:30 am-1:30 pm
9/30/21-R	Info session	KUC 322	10:00 am
10/6/21- W	Info Tabling	KUC 2 nd floor	10:30 am-1:30 pm
10/13/21- W	Info Tabling	SU Atrium	10:30 am-1:30 pm
10/14/21- R	Info Session	SU 220	1:30 pm
10/18/21- M	Info Tabling	KUC 2 nd floor	10:30 am -1:30 pm
10/20/21- W	Info session	KUC 322	1:00 pm
10/21/21- R	Info Tabling	SU Atrium	10:30 am-1:30 pm
10/27/21- W	Info Session	SU 220	2:00 pm

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