

MTSU New Student and Family Programs
2024 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 15-16, 2024 *
- Work 10-15 hours per week during the month of May until CUSTOMS begins to prep for CUSTOMS. Hours during June and July will only be on CUSTOMS session days.
- Attend a full day training session May 6, 2024*.
- Execution of all assigned CUSTOMS sessions, including summer 2024 and spring 2025- including set up and cleanup of all CUSTOMS sessions and activities.
- Work Transfer CUSTOMS session- (April- August) only the 3 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
- Present academic opportunities and acquaint students with campus services, resources, involvement activities and building locations.
- Educate students on MTSU policies, procedures, and resources.
- 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
- 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

- Show respect for others and a willingness to appreciate other's views and differences
- Strong communication skills- (presentation, public speaking, facilitating conversation)
- Appropriate and professional Social Media profiles and pages, including Facebook, Instagram and X- SOAs are required to be a positive representation of the university.

Benefits:

- Gain knowledge of campus resources and services
- Gain leadership opportunities and professional experiences
- Network with university staff and fellow students
- Serve as a mentor to incoming students
- University gear including but not limited to staff polos, nametags, backpacks, tshirts etc.
- \$10 per hour compensation

Application process and timeline:

- Applications available on September 30, 2023 at www.mtsu.edu- click left menu – STAFF/ Apply Now-- APPLICATIONS DUE NOVEMBER 17, 2023.
- Info tabling and sessions available on the following dates to provide additional information and answer questions.
- Interviews will be offered (beginning October 18) as soon as you submit your application- check your MTSU email.
 - SOA positions offered before the end of the semester.
 - Questions? Contact us at customs@mtsu.edu or 615-898-2454
 - Apply here: www.mtsu.edu/customs

