

Orientation Leader 2010

JOB DESCRIPTION FOR STUDENT ORIENTATION LEADERS MISSISSIPPI STATE UNIVERSITY

PLEASE READ CAREFULLY

ORIENTATION LEADER AS STAFF MEMBER

The Orientation Leader (OL) is an integral part of the staff of the Division of Student Affairs. The OL reports directly to the Assistant Director of Orientation. As a member of the staff, the OL will be required to attend a three-hour training class each MWF during the spring semester, 11-11:50 a.m.; a staff development meeting or activity on Tuesday and Thursday, 2 to 5 p.m.; a final training session prior to the beginning of the Summer Orientation Program; and **any other meeting as directed by the Assistant Director of Orientation.**

JOB DURATION AND SALARY

The OL job will begin approximately May 21, 2010, and end approximately July 2, 2010. The OL is required to live on campus in designated residence halls during the orientation program. A free room will be provided, plus a salary. These dates will be confirmed with all applicants at the mandatory general applicant meeting on October 14, 2009.

ELIGIBILITY AND QUALIFICATIONS

OL positions are available to full-time **sophomores, juniors, and seniors**. OL applicants must not hold another job of **any** nature - on or off campus - from May 3 through June 30, 2010, and must have a cumulative 2.5 grade-point average or above to apply. The OL may not take any course during the first-term summer session and will be limited to taking **no more than 16 hours during the 2010 spring semester.**

DUTIES

Orientation Leaders work with the Assistant Director of Orientation in the planning and implementation of the Summer Orientation Program. Orientation Leaders will be expected to know general information pertaining to the eight colleges and schools, the areas in the Division of Student Affairs, and the university as a whole. The OL also will be expected to lead campus tours, write and call prospective students, serve as a resident assistant on the nights of Orientation 2010, develop visual aids, and perform additional duties as required by the Assistant Director of Orientation. Furthermore, Orientation Leaders must attend the Southern Regional Orientation Workshop, held at the University of Louisville, March 12-14, 2010. Along with these requirements, Orientation Leaders will follow guidelines and perform activities as directed by the Assistant Director of Orientation.

APPLICATION

Applications for OL positions may be obtained from the Office of Admissions and Scholarships, 250 Montgomery Hall. **Applications are due back to the same location on or before October 13th**, along with an application fee of \$5. Applications can also be downloaded at www.orientation.msstate.edu.

APPLICANT MEETING

ALL APPLICANTS ARE REQUIRED TO ATTEND A GENERAL MEETING WEDNESDAY, OCTOBER 14th, 2009, AT 5:30 P.M. IN 100 McCOOL HALL (ROGERS AUDITORIUM). Failure to attend this meeting without prior notification to the Assistant Director of Orientation will void the application.

Lindsey Storey
Assistant Director, Orientation and Campus Events
662-325-2224
Orientation@msstate.edu

Orientation Leader 2010

ORIENTATION LEADER STAFF
SUMMER 2010

APPLICATION

(PLEASE TYPE OR PRINT)

PERSONAL DATA

Date _____

Name _____ Female _____ Male _____
(Last) (First) (M.I.) (Preferred)

Social Security Number _____ Age _____ Date of Birth _____

Local Mailing Address _____ City _____ State _____ Zip _____

Local Phone _____ E-mail _____

Cellular Phone: Area Code () Number: _____

Home Mailing Address _____ City _____ State _____ Zip _____

Home Phone: Area Code () Number: _____

Residence Hall (if applicable) _____ Room Number _____

Academic Classification (Circle One): SOPHOMORE / JUNIOR / SENIOR Overall G.P.A. _____

College or School (Arts & Sciences, Business, etc.) _____ Major _____

High School Attended _____ Year of Graduation _____ City _____

Did you enter Mississippi State University as a freshman? _____ Transfer? _____

If a transfer student, list prior institution(s): _____

Have you had previous experience as an Orientation staff member? Yes _____ No _____

If yes, please list dates of service, school, and position held: _____

(over)

IMPORTANT INFORMATION - PLEASE BE SPECIFIC

Did you attend the Orientation Program when you entered Mississippi State University? Yes _____ No _____

If no, please explain: _____

If yes, which program did you attend? Honors ___ PTK ___ June ___ August ___ January ___

If yes, indicate what you liked about the program: _____

Disliked: _____

List **all** Mississippi State University clubs or organizations in which **you are or have been active**: _____

List academic and other honors earned at Mississippi State University: _____

Evaluate your strengths: _____

Evaluate your weaknesses: _____

Describe activities you might plan for new students during the Orientation Program: _____

What characteristics or qualities do you possess which will enable you to work effectively with new students and their parents?

How did you become interested in this position? _____

**Return application and fee of \$5 to the Office of Admissions and Scholarships, 250 Montgomery Hall
DEADLINE FOR APPLICATION IS 5:00 p.m. Tuesday, October 13, 2009**

Mississippi State University does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.

FOR OFFICE USE ONLY: DATE APPLICATION FEE PAID _____ APPLICATION RECEIVED _____