



SUNY Oswego Office of New Student Orientation
OFFICE STAFF APPLICATION
Summer 2018

THANK YOU FOR YOUR INTEREST!

Dear Prospective Applicant,

I am thrilled that you are interested in joining the New Student Orientation team as Office Staff for the 2018 Orientation season!

In order to qualify for the Office Staff position, you must:

- Be currently enrolled as a full-time student (12 credits) at SUNY Oswego and returning with full-time status for the Fall 2018 semester;
- Be in good academic standing with a minimum cumulative GPA of 2.0;
- Be in good conduct standing (you cannot have active conduct sanctions/case);
- Commit to paid training sessions (approx. 3 x/week) beginning 3/19/18 – 4/30/18;
- Commit to working 29 hours/week beginning May 21, 2018 – August 30, 2018.
- Commit to some evenings and weekends, as necessary and pre-scheduled.
- Commit to working Opening Weekend (Fall 2018) and January Orientation (Dec 2018 – Jan 2019)

Specific responsibilities of the Office Staff include:

- Provide administrative and customer service support to the SUNY Oswego Orientation programs before and during Summer Orientation
- Exhibit professional and approachable behaviors during interactions with students and guests
- Work with other staff involved in the operation of the Orientation programs
- Reach out to new students by mail, phone, and email in order to make certain they are prepared to attend their Orientation program
- Respond to student and guests' questions and concerns by phone or through email
- Prepare materials for students and guests prior to programs
- Participate in the check-in process of the students and/or guests by greeting each attendee and providing them with their program materials
- Respect the privacy of new students and appropriately dispose of any documentation with personal information
- Agree to work some daytime and evening hours, along with weekends (schedule will be given in advance)

Remuneration:

- \$11 per hour for up-to 29 hours of work per week provided to the Orientation office & programs
- \$10.50 per hour for work provided to the Orientation office & programs outside of the Summer Programs
- Summer parking provided by the Orientation office
- If needed: housing is offered; some meals provided during the Orientation programs

Interested applicants should submit a resume, letter of interest, and letter of recommendation to Alyssa Steele by March 5, 2018 via email at Orient@oswego.edu.

- **Resume & Letter of Interest:** I encourage you to utilize the Compass Navigator team, located in the Compass Resource Center, for help developing or refining your cover letter and letter of interest.
- **Letter of Recommendation:** This letter should be from a former employer or supervisor and serve as a letter of recommendation for the Office Staff position.

Your application will be reviewed; upon review we may elect to extend you an interview. Hiring determinations will be made following the interview.

If you have questions about the process, the position, or the commitment, please reach out to me via email or phone at Orient@oswego.edu or (315) 312-5522. You can always visit our office, located in The Compass, 145 Marano Campus Center. Best of luck with your application!

Sincerely,

Alyssa Steele, *Coordinator of New Student Orientation*