



OPA APPLICATION

Summer 2018

THANK YOU FOR YOUR INTEREST IN THE OPA POSITION!

Dear OPA Applicant,

I am thrilled that you're considering applying for an Orientation Program Assistant (OPA) position! OPAs are a vital part of our Orientation team, and create the "Orientation experience" for the family members and guests of our new students. OPAs are the backbone to the success of our programs, and assist in all aspects of the transition experience for incoming students and their families.

OPAs develop leadership skills and learn best practices in customer service, diversity, equity, and inclusion work, and team development. OPAs connect with campus resources and make a difference in our Laker family. This position will undoubtedly help you in life after Oswego, and we are excited at the opportunity to be a part of your journey.

In order to qualify for the OPA 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 2.5;
- Be in good conduct standing (you cannot have active conduct sanctions/case);
- Possess a valid driver's license and be eligible to complete the Van Driver Training at SUNY Oswego;
- Commit to spring training sessions on Mondays from 6 – 9 PM beginning 3/19/18 – 4/30/18;
- Attend two in-service trainings of your choice during the spring semester;
- Commit to summer training sessions, beginning June 10, 2018

All applications are due by Friday, February 16, 2018 at Noon. Each applicant will need to complete an online application form; a link to the form can be found on the "Orientation" website. Application submissions must be accompanied with a brief letter of interest addressing the questions included in the online application and a current resume. You must also provide two completed Reference Forms, which must be delivered in a sealed and signed envelope to the Office of New Student Orientation. At least one of your references must be a SUNY Oswego faculty or staff member. If you are unable to secure a sealed and signed reference form from your referee, please ask them to email the form to Orient@oswego.edu. At the time of your interview, all applicants will need to sign an authorization to release information about your current conduct standing.

After your application has been submitted, you will be invited to sign up for an interview time. Interviews are approximately 20 minutes in length. A select number of applicants will be invited to a group interview experience. We will offer positions in the week following the group interview.

Please keep the dates of our hiring process marked with an (*) open and available to interview.

OPA Applications Available	January 22, 2018
Applications Due	February 16, 2018 at Noon
Completed Reference Forms Due	February 17, 2018 at 9 PM
OPA Interviews* <i>[Please have availability for at least 1 whole day]</i>	February 18 - February 22; February 28 – March 1, 2018
Notifications and Group Interview Offers Made	March 2, 2018
OPA Group Interview (9 AM)*	March 4, 2018
Notifications and Position Offers Made	March 6, 2018

Please note: Some dates are subject to change. We will do our best to notify all applicants.

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! My team and I look forward to meeting you!

Sincerely,

Alyssa Steele, Coordinator of New Student Orientation



OPA POSITION DESCRIPTION

Summer 2018

JOB RESPONSIBILITIES

- Serve as a campus ambassador during Winter 2018, Summer 2018, and Fall 2018 Orientation programs, welcoming and greeting newest Lakers (and their guests) to SUNY Oswego
- Attend NODA Region IX Conference and participate in the Case Study
- Participate in all recruitment-related activities
- Support all winter/summer/fall Orientation events by serving as tour guide, program assistant, and role model throughout each program
- Assist the OPA Captain in:
 - The oversight of the logistics of a subset of the Orientation program
 - The front desk operations in the family/guest residence hall and guest check-in
 - Supporting the Family & Guest Mixer
 - Setting up Cruisin' the Campus
 - Offering mobility accommodation services to students and guests of Orientation
- Provide presenter support and hospitality during programs
- Prepare and setup Late Night Summer Programs
- Act as tour guides for summer Open House
- Serve as a member of departmental committees during the fall and spring semesters
- Assist in the development and implementation of transition initiatives, including, but not limited to: blogging or vlogging, webinar creation and facilitation, and written communication
- Assist in the implementation of the final fall Orientation program
- Participate fully in all trainings and workshops
- Assist with delivery of Welcome Week activities and events
- Other duties as assigned

QUALIFICATIONS

- 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 2.5;
- Be in good conduct standing (you cannot have active conduct sanctions/case);
- Possess a valid driver's license and be eligible to complete the Van Driver Training at SUNY Oswego;
- Attend two in-service trainings of your choice during the spring semester;
- Commit to spring training sessions on Mondays from 6 – 9 PM beginning 3/19/18 – 4/30/18;
- Commit to summer training sessions, beginning June 10, 2018

DATES OF EMPLOYMENT

- January 10 – 20 for Winter Orientation* (tentatively)
- June 10 - August 4 for Summer 2018 Orientation programs (full time)
- Be able to work August 22 – September 3 for 2018 Welcome Week activities and fall Orientation (part time)

REMUNERATION

- Receive a stipend of approximately \$450 per week for all summer orientation programs June 10 - August 4, and \$10.50 per hour for work outside of the summer Orientation programs
- During summer programs, on campus housing is provided, along with some meals



APPLICATION PROCESS

STEP 1: Attend an Interest Meeting

- Mon, Jan 29: 133 MCC, 6 PM
- Wed, Jan 31: Oneida Hall, 7 PM
- Thurs, Feb 1: Funnelle Hall, 5 PM
- Sat, Feb 3: Riggs Hall, 6 PM
- Mon, Feb 5: Cayuga Hall, 7:30 PM
- Tues, Feb 6: 133 MCC, 6 PM

STEP 2: Complete and submit your online application

This includes:

- The application form
- Letter of interest addressing the questions in the application
- A current resume

Submit your completed Reference Forms

Reference forms must be received in a sealed and signed envelope at the Office of New Student Orientation, located in the Compass, 145 Marano Campus Center. If you are unable to secure a sealed and signed reference form from your referee, please ask them to email the form to Orient@oswego.edu

STEP 3: Sign up for an Interview

You will receive an email within 1 business day of your application submission with a link to sign up for an interview slot

STEP 4: Attend your Interview

Sign an Authorization to Release Conduct Standing at your Interview

Be sure to keep March 4, 2018 available for the Group Interview experience. Candidates invited to participate in the Group Interview will be notified by March 2. All communication will be to your SUNY Oswego email address.

STEP 5: Attend your Group Interview on March 4, 2018

The Group Interview is by invitation, only.