



ORIENTATION STAFF APPLICATION

Qualifications:

- Currently enrolled as a full-time students (12 credits) at SUNY Oswego and returning with full-time status for the spring 2019 and fall 2019 semesters
- Be in good academic standing with a minimum cumulative GPA of 2.5 (checked at the end of Fall semester); be in good conduct standing (checked at time of application and periodically through employment)
- Be able to meet all **Required Commitments**, outlined below.

Required Commitments:

- Employed from contract date until the completion of Opening Week 2019
- Enroll in and/or attend GST 304: First Year Peer Advisor Program and all course-associated activities
 - Spring 2019: Tuesday/Thursday, 3:55 – 5:15 PM (2 cr.)
- Participate in one of the Winter 2019 Orientation Programs January 25)
 - Return ~January 23, 2019
- Participate in the Summer 2019 Orientation Programs (June – August 2019)
 - Return ~June 9, 2019; Depart ~ July 27, 2019
 - Optional, but strongly encouraged, participation in the August 9, 2019 Orientation Program
- Participate in the Final Orientation Program (Summer 2019) and Opening Week 2019 Program
 - Return ~ Monday, August 19
 - Final Orientation Program: August 23, 2018
 - Opening Week Commitment: August 23 – September 2, 2019*

**All staff are expected to work the entirety of Opening Weekend. RAs and RMs are given specific dates & times that they must work on 8/23/19 – 8/25/19. Exceptions may be considered on a case-by-case basis.*
- Participate in all team development activities during the spring 2019 semester
- Other reasonable duties and commitments as assigned by the Coordinator; ample notice will be given

Other Considerations:

- To be considered for employment with New Student Orientation, you must authorize the Coordinator of New Student Orientation or her designee access to view your academic standing (GPA) and conduct record (Dean of Students) by signing appropriate forms at the time of the interview
- Due to the time-intensive nature of this position, you cannot enroll in classes or be employed elsewhere during the summertime commitment
- All staff will be provided on-campus housing accommodations; those with off-campus housing must stay on-campus during all Orientation programs, early arrival programs, and specific training programs
- Failure to comply with the required commitments, other reasonable commitments as assigned, or these considerations may result in disciplinary action, including termination

Please Note: This position requires a significant amount of physical activity, such as walking long distances and standing for extended periods of time.

Benefits of being an Orientation Student Staff with New Student Orientation:

- Develop leadership and employment skills that will aid you beyond undergraduate study
- Experience facilitating small-group discussions, hands-on presentations, interpersonal communication, & public speaking
- Cultivate an understanding of diversity, equity, and inclusion as it relates to you and the world around you
- Foster connections with campus staff and faculty
- Enhance your campus knowledge and share your love for SUNY Oswego
- Invest in new lasting friendships

Job Responsibilities:

- Serve as a campus ambassador during Winter 2019, Summer 2019, and Fall 2019 Orientation programs, welcoming and greeting newest Lakers and their guests to SUNY Oswego
- Assist in the implementation of the final fall Orientation program
- Assist with delivery of Opening Week activities and events
- Participate in all recruitment-related activities
- Support all winter/summer/fall Orientation events by serving as tour guide, program assistant, and role model Lead small group sessions of 15-20 students during Orientation
- Serve on a team of up to 6 staff members during summer Orientation programs.
- Work with the Orientation staff and your Laker Leader team on an assigned Orientation project
- Help plan and implement Late Night Summer Programs
- Act as tour guides for summer Open House
- Serve in an on-call duty rotation during the programs
- Support all social programs during the Orientation programs
- Assist in front-desk operations for both residence halls during the orientation programs
- Perform assigned building preparation duties & tasks within assigned deadline
- 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
- Participate fully in all trainings and workshops
- Other reasonable duties as assigned

Remuneration:

<i>Stipend</i>	\$11.10/hour for work outside of Summer Orientation; \$11.25/hour (up to 29 hours/week) during Summer
<i>Housing</i>	A single-room is provided to all staff members
<i>Meals</i>	Some meals are provided during training; meals are provided during all Orientation programs
<i>Uniform</i>	Each staff member is given 2 Orientation polos, 1 Oswego State T-Shirt, and 1 Backpack as their uniform <i>If any part of the Uniform is lost or damaged, the staff member is responsible for replacing it</i>
<i>Training</i>	All required training and staff development activities are paid for

Application Process and Materials:

<i>Required Application Documents</i>	All applicants must submit the following documents to complete their application: <ul style="list-style-type: none"> • Completed online application form (link available online) • Current resume • Cover letter discussing your interest in returning to the position • Reference Form from 2 references; at least 1 must be a SUNY Oswego professional staff or faculty (form available online); due November 9, 2018 by 4:30 PM
<i>Interview & Group Process</i>	<p>Interview All applicants are required to schedule a 20 minute interview on Sunday, November 11. Multiple slots are available from 9 am - 3 pm. Interview time slots will be emailed to applicants within 2 business days of receipt of their required application documents.</p> <p>Group Process Following the interview, select applicants will be invited to participate in the Group Process (group interview) portion of the application process. Group Process is scheduled for Sunday, November 18 from 1 - 4 pm. Please make sure your schedule allows to participate in Group Process. You will be notified by Tuesday, November 13 if you are invited to participate in Group Process.</p>
<i>Other Events</i>	<p>Resume Workshop The Compass Navigators are offering a Resume Workshop for Orientation Staff Applicants on October 24 from 7 - 8 PM in the Johnson Hall Lounge. (Date to be confirmed)</p> <p>Applicant Social All applicants are invited to our Applicant Social on November 7 from 6 - 8 PM in the Compass, 145 MCC.</p>
<i>Professionalism</i>	Please bear professionalism in mind while preparing for and completing all application components.

Applications are available Monday, October 15, 2018. **All materials are due by Sunday, November 4, 2018 at 11:59 pm.**