



## OFFICE 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 2.0 (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
- Participate in paid Office Staff Training (approx. 3 - 5 hours/week) from November 26 - December 7, 2018
- Work the Winter Orientation programs from Monday, January 7 - Friday, January 25, 2019
- Continue with paid Office Staff Training from March - May, 2019
- Work the Summer Orientation programs from May 22 - August 23, 2019
- Work the Opening Week 2019 schedule (shifts; pre-assigned based on your schedule)
- 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
- If necessary, Office Staff will be provided on-campus housing accommodations; those with off-campus housing may elect to stay in their off-campus accommodations
- Other employment may be obtained during the summertime; however, the Coordinator of New Student Orientation and the Secretary of New Student Orientation should be consulted regarding schedule
- Some nights, early morning, and weekend commitments are required
- Extended vacation periods are not permitted in the months of June or July; extenuating circumstances will be considered
- Failure to comply with the required commitments, other reasonable commitments as assigned, or these considerations may result in disciplinary action, including termination

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

- Develop leadership and employment skills that will aid you beyond undergraduate study
- Experience in interpersonal communication, customer service, and data management
- 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:

- 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

**Job Responsibilities, continued:**

- 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)
- 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 who are in need
<i>Meals</i>	No meal plan is provided; meals as part of the pre-scheduled Orientation programs will be provided
<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"> <li>● Completed online application form (link available online)</li> <li>● Current resume</li> <li>● Cover letter discussing your interest in the position</li> <li>● Letter of Recommendation from a former employer or SUNY Oswego faculty or professional staff member <ul style="list-style-type: none"> <li>○ Letter must be received in a signed and sealed envelope, or via email at <a href="mailto:orient@oswego.edu">orient@oswego.edu</a>, on or before Sunday, November 11 at 11:59 PM</li> </ul> </li> </ul>
<i>Group Interview</i>	<b>Group Interview</b> All applicants are required to attend one of the Group Interview time slots (listed below). <ul style="list-style-type: none"> <li>● Monday, November 12, 2018: 6 - 7:30 PM</li> <li>● Tuesday, November 12, 2018: 8 - 9:30 AM</li> </ul> <i>Extenuating circumstances will be considered if Coordinator and Secretary are given ample notice.</i>
<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 Thursday, November 8, 2018 at 11:59 pm.**