

Summer 2009 Orientation Assistant

★ Fact Sheet and Timeline ★

Position Description

- OAs play a vital role in helping new students and their families adjust to our campus and community by creating a welcoming and informative environment.
- OAs serve as a resource and reference for student and family questions related to curricula, academic procedures, college policies, social adjustment, and campus resources.
- OAs assist in the preparation of Orientation activities and materials.
- OAs assist with implementing the Summer Orientation program throughout the month of July.
- OAs are knowledgeable about the campus, act as role models, are leaders, and serve as representatives of SUNY Cortland.
- OAs work collaboratively with a team of approximately twenty other OAs, an Orientation Assistant Supervisor, Orientation Program Assistant, Coordinator of Orientation, and the Advisement and Transition staff.

Job Responsibilities

- Participate in OA training on college policies, educational requirements and services, team building and leadership development.
- Assist with general administrative preparations as needed, before, during, and after each session.
- Facilitate large and small group discussions on college life, academics and degree requirements for graduation.
- Help new students and their guests feel comfortable by being responsive to and aware of their needs and concerns.
- Supervise Orientation attendees in the residence halls.
- Assist new students with the registration and scheduling process.
- Build working relationships with faculty, staff and administrators on campus.

Hiring Criteria

Preference will be given to candidates who meet the following preferred qualifications:

- SUNY Cortland undergraduate who will be attending Cortland in the Fall 2009.
- In good academic standing with a minimum cumulative GPA of 2.5.
- In good judicial standing (no current judicial sanctions).
- Evidence of academic excellence and co-curricular involvement.
- Ability to maintain a positive and flexible attitude.
- Desire to work with students, faculty, and staff.

Time Commitment and Expectations

- Commitment for the entire Orientation time period: June 24th – July 25th 2009.
- Stay in the Orientation residence halls with incoming students or guests.
- Job includes long days and some evenings.
- Required to work weekends during the training period.
- Will not be able to enroll in Summer Session classes or hold additional employment during this time period.
- Maintain a positive attitude toward SUNY Cortland, college policies, professors, administrators, etc.

Compensation and Benefits

- \$1700 stipend
- A room in a campus residence hall during designated time commitment.
- Partial meals during training and while Orientation is in session.
- Two Orientation staff shirts.
- Leadership experience and effective communication skills.
- Opportunity to develop important relationships with peers, new students, faculty, and staff.

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Selection Process

The Orientation Assistant (OA) staff selection process consists of a thorough review of materials (application, GPA, judicial standing, recommendations, and interview) for each applicant. All applicants will participate in a group interview process. Those selected to continue the process will complete an individual interview. All applicants will be notified of their status by April 6, 2009.

Selection Timeline

Wednesday, February 18, 2009	OA Information Meeting 5 pm – Corey Union, Room 207-08
Friday, March 6, 2009, 4:30 pm	Application Deadline
	Group Interview Process (Sign up for a Group Interview time when turning in your application.)
Friday, March 20, 2009 <i>or</i> Monday, March 23, 2009	3 pm – Corey Union, Exhibition Lounge 5 pm – Brockway Hall, Jacobus Lounge
Tues., March 24 – Tues., March 31, 2009	Individual Interviews
Monday, April 6, 2009	Decision Letters Mailed Out
Monday, April 13, 2009	Position Confirmation Due to Advisement and Transition
Wednesday, April 29, 2009	Summer 2009 OA Staff Welcome Meeting 5 pm – Corey Union, Room 207-08

Application Materials

Along with this fact sheet and timeline, you will find:

- Orientation Assistant Application (2 pages)
- Two Orientation Assistant Recommendation Forms
- Interview Availability Grid

Completed Applications

Application deadline: Friday, March 6, 2009 by 4:30 pm

Your application will be complete when Advisement and Transition receives the following:

- Orientation Assistant Application including typed answers to the Thoughts and Opinion Questions.
- Two recommendations from faculty and/or staff members.
- Interview Availability Grid. This must be turned in with your application and will be used in scheduling an individual interview if you are selected.

Summer 2009 Program Dates

OA Move-in: Wednesday, June 24

Orientation Assistant Training: June 24 – July 5

First Year Orientations and Transfer Transition Seminars: July 6 – 24

OA Move-out: July 25

Please keep this sheet for your reference.

**Application deadline is
Friday, March 6, 2009 at 4:30 pm**

Questions? Please contact:

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