

# Summer 2009 Orientation Program Assistant

## What is the Orientation Program Assistant?

- The Program Assistant (PA) works closely with the Advisement and Transition staff in completing various tasks related to the implementation and running of the Orientation program.
- The PA plays a vital role in helping the Advisement and Transition staff meet the programmatic needs of our Orientation program and in helping new students and their families adjust to our campus.

## Job Description and Responsibilities

- Contribute to the development and monitoring of evening social programs for students attending Orientation.
- Assist in the development of Orientation Assistant (OA) training.
- The PA will contribute to the Orientation program by assisting with:
  - the development and implementation of Orientation check-in and check-out procedures.
  - the supervision of guests staying in Orientation residence halls.
  - the development of campus directional signs to help with program flow.
  - staffing the Orientation information table in Corey Union to answer questions and direct Orientation participants.
  - the facilitation and follow up of room set up and technology needs.
  - coordinate the student services information fair.
  - organize campus tours.
- Assist Advisement and Transition staff members and Orientation Assistant Supervisor with other duties and administrative preparations as needed
- The PA should be knowledgeable about campus, act as role model to the Orientation Assistants and serve in a leadership role.

## Hiring Criteria

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

- Recent SUNY Cortland graduate or
- Current graduate student or professional staff member on a partial year contract.
- Evidence of campus involvement.
- Previous Orientation experience.

## Selection Timeline

Friday, February 27, 2009                      Application Deadline

March 16<sup>th</sup> – March 20<sup>th</sup>, 2009                      Individual Interviews

Week of March 23, 2009                      Position offer made

## Time Commitment and Expectations

- Commitment for the entire Orientation time period (including two weeks prior to OA training):  
**June 10<sup>th</sup> – July 28<sup>th</sup> 2009.**
- Will not be able to enroll in Summer Session classes or hold additional employment during this time period.
- Stay in the Orientation residence halls with incoming students or guests.
- Maintain a positive attitude toward SUNY Cortland, college policies, professors, administrators, etc.
- Serve as a representative of SUNY Cortland during Summer Orientation.

## Compensation

- \$2500 stipend
- A room in a campus residence hall during designated time commitment
- Partial meals during training and while Orientation is in session

**Application deadline is Friday, February 27, 2009 at 4:30 pm  
to Advisement and Transition, Memorial Library, A-111.**