

Orientation Leader 2018 Application Checklist

- Complete application
- Complete questionnaire
- Attach resume
- Include references
- Include or attach essay
- Return packet to 101 Montgomery Hall
- Pay \$5.00 application fee

Orientation Leader

2018

JOB DESCRIPTION FOR
STUDENT ORIENTATION LEADERS
MISSISSIPPI STATE UNIVERSITY

PLEASE READ CAREFULLY

ORIENTATION LEADER STAFF MEMBER

The Orientation Leader (OL) is an integral part of the staff of the Division of Academic Affairs. The OL reports directly to the Director of Orientation. As a member of the staff, the OL will be required to:

- have an office hour each week during the fall semester and spring semester
- attend a three-hour course credit training class each MWF during the spring semester 11-11:50 a.m.
- attend a staff development meeting or activity on Tuesday and Thursday, 2 to 5 p.m. during the spring semester
- attend training sessions prior to the beginning of the Summer Orientation Program, as well as any other meeting/training as assigned by the Director of Orientation.

JOB DURATION AND SALARY

The majority of the OL job will take place between May and June of 2018. The OL is required to live on campus in a designated residence hall during the orientation program (end of May through early July). The Office of Orientation & Events will pay for your housing and provide your salary during this time.

ELIGIBILITY AND QUALIFICATIONS

OL positions are available to full-time students who:

- entered MSU as Freshmen and have attended MSU for at least two full semesters
- entered MSU as Transfer students

OL applicants must not hold another job of **any** nature - on or off campus – during the Summer Orientation season. Students must have a cumulative **2.5** grade-point average or better to apply for the OL position. The OL may not take any course during the first-term summer session and will be limited to taking **no more than 16 hours during the 2018 spring semester including the 3hr OL course mentioned above.**

DUTIES

Orientation Leaders work with the Orientation & Events Staff in the preparation and implementation of the Orientation Program and other on-campus recruiting events. Orientation Leaders will be expected to know general information pertaining to the eight colleges and schools, information pertaining to the Division of Student Affairs, and the university as a whole. The OL also will be expected to lead campus tours, write prospective students, develop visual aids, and perform additional duties as required by the Director of Orientation. Furthermore, Orientation Leaders **must attend** a Leadership Retreat to be held on March 8th – 11th, 2018. Along with these requirements, Orientation Leaders will follow guidelines and perform activities as directed by the Director of Orientation.

APPLICATION

Applications are due back to 101 Montgomery Hall on or before September 8th at 5 p.m., along with an application fee of \$5. No exceptions.

APPLICANT MEETING

All Applicants are **REQUIRED** to attend a general meeting on **FRIDAY, SEPTEMBER 8th, 2017, AT 5:15 P.M.** in Rogers Auditorium (McCool Hall, 1st floor). **Failure to attend this meeting without prior notification to the Office of Orientation & Events may void your application.**

Office of Orientation & Events

Kylie Forrester, Director

662-325-0457

Kelly Kirby, Assistant Director

662-325-8051

Staci Franklin, Coordinator

662-325-1507

Orientation@msstate.edu

Orientation Leader 2018

APPLICATION

(PLEASE TYPE OR PRINT)

PERSONAL DATA

Date _____

Name _____ Female _____ Male _____
(Last) (First) (M.I.) (Preferred)

MSU ID Number _____ Age _____ Date of Birth _____

Local Mailing Address _____ City _____ State _____ Zip _____

Local Phone Number _____ E-mail _____

Home (Parent's) Mailing Address _____ City _____ State _____ Zip _____

Home Phone Number: _____

Residence Hall (if applicable) _____ Room Number _____

Academic Classification (Circle One): SOPHOMORE / JUNIOR / SENIOR Overall G.P.A. _____

College or School (Education, Business, etc.) _____ Major _____

High School Attended _____ Year of Graduation _____ City _____ State _____

Did you enter Mississippi State University as a freshman? _____ Transfer? _____

If a transfer student, list prior institution(s): _____

Have you had previous experience as an Orientation staff member? Yes _____ No _____

If yes, please list dates of service, school, and position held: _____

IMPORTANT INFORMATION - PLEASE BE SPECIFIC

Did you attend the Orientation Program when you entered Mississippi State University? Yes _____ No _____

If no, please explain: _____

If yes, which program did you attend? ___ **Scholars** ___ **PTK** ___ **May** ___ **June** ___ **July** ___ **August** ___ **January**

If yes, indicate what you liked about the program: _____

Disliked: _____

List all Mississippi State University clubs or organizations in which **you are or have been active**: _____

List academic and other honors earned at Mississippi State University: _____

Evaluate your strengths: _____

Evaluate your weaknesses: _____

Describe activities you might plan for new students during the Orientation Program: _____

What characteristics or qualities do you possess which will enable you to work effectively with new students and their parents?

How did you become interested in this position? _____

What do you plan to do once you graduate from MSU? _____

List all clubs, organizations, job(s), volunteer work, trips, etc. that you plan to participate in or try out for during the Spring 2018 semester:

Please attach your resume, which should include all previous work experience & contact information. Is it ok for us to contact your previous employer(s)? **Yes** **No**

Please list 3 references and include their contact information. References should NOT include a friend or family member.

1. _____ 2. _____

_____	_____
_____	_____
_____	_____

3. _____

2018 Orientation Leader Application Questionnaire

Applicant Name: _____

MSU ID Number: _____

Please answer the following questions:

1. If selected, do you have any conflicts that would prevent you from attending class on MWF from 11:00 – 11:50 a.m. during the Spring Semester?
YES _____ NO _____ If yes, indicate why: _____

2. If selected, do you have any conflicts that would prevent you from meeting on Tuesday's and Thursday's from 2:00 – 5:00 p.m. next semester?
YES _____ NO _____ If yes, indicate why: _____

3. If selected, can you attend the Leadership Retreat to be held on March 8th – 11th, 2018?
YES _____ NO _____ If no, indicate why: _____

4. If selected, do you have any conflicts in meeting on Tuesday, September 26, from 4:00 – 10:00 pm?
YES _____ NO _____ If yes, indicate why: _____

5. If selected, would you be available to work 1 office hour per week beginning October 2nd-April 25th?
YES _____ NO _____ If no, indicate why: _____
6. Do you understand that you can take **no more than 16 hours including the 3 hr. OL course during the Spring Semester and will not be able to take classes during the first-term of summer school?**
YES _____ NO _____
7. Does your family support you becoming an Orientation Leader?
YES _____ NO _____
8. Do you have a job while in school?
YES _____ NO _____ If yes, how many hours do you work per week? _____
9. How did you become interested in trying out for OL?
____ Previous OL recommended me/encouraged ____ Saw the Poster
____ Someone spoke to my sorority/fraternity ____ Someone spoke to my student organization
____ Received info at Part-time Job fair in the Union ____ Saw information on the web
____ Other: _____
