

# **Orientation Leader 2020 Application Checklist**

- Complete Application Packet
- Attach resume
- Print 6 copies of entire Application Packet
- Return packet to 109 Garner Hall
- Pay \$5.00 application fee
- Sign up for Group Interview Time  
*\*Upon submitting application*
- Meet the Orientation Staff 😊

# Orientation Leader 2020

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

OL duties begin September 25<sup>th</sup>, 2019 and continue through the first few weeks of July. 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 undergraduate students who:

- entered MSU as Freshmen **and** have attended MSU for at least two full semesters
- entered MSU as a Transfer student

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 2020 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/bus 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 tentatively on March 5<sup>th</sup> – 8<sup>th</sup>, 2020 **OR** April 30<sup>th</sup> – May 3<sup>rd</sup>, 2020. Along with these requirements, Orientation Leaders will follow guidelines and perform activities as directed by the Director of Orientation.

### APPLICATION

**Applications are due on or before September 11th by 4:00 p.m.**, along with an application fee of **\$5**. No exceptions.

Applications and fees can be turned in to Garner Hall Room 109.

\*Applicants may sign up for a group interview time once application and application fee have been submitted.

#### Office of Orientation & Events

Kylie Forrester, Director

662-325-0457

Brittany White, Assistant Director

662-325-8051

Staci Franklin, Coordinator

662-325-1507

Brooke Hathorn, Business Coordinator

662-325-2334

[Orientation@mssstate.edu](mailto:Orientation@mssstate.edu)

# Orientation Leader 2020

## APPLICATION

(PLEASE TYPE OR PRINT)

### PERSONAL DATA

Date \_\_\_\_\_

Name \_\_\_\_\_ Female \_\_\_\_\_ Male \_\_\_\_\_  
(Last) (First) (M.I.) (Preferred)

MSU ID Number \_\_\_\_\_ Age \_\_\_\_\_ Date of Birth \_\_\_\_\_

Local (School) Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Local Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

Home (Parent's) Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

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

College or School (Education, Business, Arts & Sciences etc.) \_\_\_\_\_ Major \_\_\_\_\_

Did you enter Mississippi State University as a Freshman? \_\_\_\_\_ Transfer? \_\_\_\_\_

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

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**: \_\_\_\_\_

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Evaluate your strengths: \_\_\_\_\_

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Evaluate your weaknesses: \_\_\_\_\_

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

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

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What do you plan to do once you graduate from MSU? \_\_\_\_\_

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List all clubs, organizations, job(s), volunteer work, trips, etc. that you plan to participate in or try out for during the Spring 2020 Semester:

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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 (phone number & email). References should NOT include a friend or family member.**

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## 2020 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 tentatively March 5<sup>th</sup> – 8<sup>th</sup>, **OR** April 30<sup>th</sup> – May 3<sup>rd</sup> 2020?  
YES \_\_\_\_\_ NO \_\_\_\_\_ If no, indicate why: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. If selected, do you have any conflicts in meeting on Wednesday, September 25, beginning at 4:00 p.m. for First Night Celebration?  
YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, indicate why: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. If selected, would you be available to work 1 office hour per week beginning October 7<sup>th</sup>?  
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. Do you have a job while in school?  
YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, how many hours do you work per week? \_\_\_\_\_
8. How did you become interested in trying out for OL?  
\_\_\_\_ Previous OL recommended/encouraged me      \_\_\_\_ Saw the Poster  
\_\_\_\_ Someone spoke to my sorority/fraternity      \_\_\_\_ Someone spoke to my student organization  
\_\_\_\_ Saw information on the web      \_\_\_\_ Attended Interest Meeting  
\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_