

Orientation Peer Assistant Application

Office of First Year Experience

Please Type or Print in Ink

Name: _____ Tech ID: _____

Local Address: _____

Home Phone: _____ Cell Phone: _____

E-mail: _____ Male: _____ Female: _____

Major/Minor(s): _____ Anticipated Graduation Date: _____

Credit hours anticipated being completed at the end of Spring 2012 Semester: _____

Cumulative MSU Grade Point Average (must have 2.5 or above to apply): _____ GPA

Number of semesters including the current semester at MSU: _____ Semesters

Length of time lived in MSU Residence Halls: _____ Semesters

Please list colleges and universities other than MSU that you have attended:

What commitments do you have for the Summer 2012 term (May 14-July 27, 2012)? (Examples include: weddings, vacations, family reunions, job commitments, etc.) _____

Resume: Please include a resume with your application that includes any work experience (paid or volunteer), leadership experience, campus involvements, and any other information you feel is relevant to this position. You are highly encouraged to have your resume reviewed at the Career Development Center before turning in your completed application.

Application Questions: Please attach a separate document to your application addressing the following questions in essay form. The document should be typed, double-spaced, and no more than three pages in length.

- Why are you interested in the Orientation Peer Assistant (OPA) position?
- What contributions and skills do you possess and how would you utilize them as an OPA?
- What has been your most significant experience (positive or negative) as a student at Minnesota State Mankato? What did you learn from this experience?
- What are three of the biggest challenges facing first year students? How would you assist first year students to overcome these challenges?

Reference Forms: Three reference forms must be submitted by the application due date to Melissa Iverson, Assistant Director for Orientation and Transition Programs, 10 Gage Complex, Mankato, MN 56001, to complete your application. Of these three forms, at least **one** recommendation must be from a faculty member, professor, or (non-student) staff member at MSU Mankato. Forms can be found at <http://www.mnsu.edu/fye/studentemployment.html>. **Please do not use relatives or friends as references.**

Please list the names of those who will be completing the reference forms on your behalf:

| | Name | Address | Phone |
|----|-------|---------|-------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |

OPA Applicant Agreement

Please initial next to each of the following statements:

_____ I have read the "OPA Job Description" and I agree to perform these duties if I am appointed to the position. I understand that this appointment is for one term (April 2012-April 2013) and that I must perform my duties in a satisfactory manner or my appointment may be terminated, and that future reappointment is subject to reapplication.

_____ I am aware that I am required to be available for all program sessions and times. Summer Orientation programs do not offer flexibility and it is recommended that I **do not** seek outside employment or take a class during this time.

_____ I grant permission to release my University Grade Point Average to the Office of First Year Experience, Assistant Director for Orientation and Transitions Programs for the purpose of verifying my cumulative Grade Point Average.

_____ I grant permission to release my University Judicial Record History to the Office of First Year Experience, Assistant Director for Orientation and Transitions Programs for the purpose of verifying my current judicial standing.

_____ I grant permission to release my MSU Employment History to the Office of First Year Experience, Assistant Director for Orientation and Transitions Programs for the purpose of verifying my current employment standing.

_____ I understand that turning in an application, does not guarantee an interview.

_____ I verify that all of the information I have provided in this application is truthful.

Your signature indicates that you have read, understand, and agree to each of the above statements.

Signature of Applicant: _____ Date: _____

The Orientation program employs multiple positions outside of Orientation Peer Assistants. If you are not hired for the OPA position, would you like your file to be considered in the following positions?

Registration Assistant (Assists students with course registration during Orientation) Yes No

Administrative Assistant in First Year Experience (Assists in the administrative functions of the Orientation and FYE program during the summer months) Yes No

Please note that you must be enrolled in a summer course to be employed by the University during the summer and that the hiring process of these positions doesn't begin until late March/early April.

**Return all application materials to:
Melissa Iverson, Assistant Director for Orientation and Transition Programs,
10 Gage Complex, Mankato, MN 56001**

Application Deadline: January 24, 2012 by 4:30 p.m.

A member of the Minnesota State Colleges and Universities System. Minnesota State University, Mankato is an Affirmative Action/Equal Opportunity University. This document is available in alternative format to individuals with disabilities by calling the Office of First Year Experience at 507-389-5498 (V), 800-627-3529 or 711 (MRS/TTY).