

ORIENTATION PEER ASSISTANT JOB DESCRIPTION

Title: Orientation Peer Assistant

Office of First Year Experience

Brief Position Description: The Office of First Year Experience employs undergraduate students who are committed to assisting new and transfer students with their transition to Minnesota State University, Mankato. Orientation reinforces the University's mission to educate students for a global community by facilitating both personal and academic successes of new students at MSU, Mankato. The Orientation staff members serve as positive role models and mentors, discussion leaders, tour guides, and educators. The Orientation Peer Assistants are a key component for a successful transition to college for students new to MSU, Mankato.

Supervisors: Graduate Assistant and Assistant Director for Orientation Programs

Time Commitment:

- Summer Orientation responsibilities begin May 16-July 25, 2012
- Staff will be enlisted to assist with outreach projects as well as Orientation sessions in August, November, January, April, and periodically throughout the 2012-2013 academic year

Benefits & Compensation:

- Compensation for the Peer Assistant position during the Summer of 2012 will be approximately \$3,200 (FICA is withheld during Summer employment)
- Compensation for the Peer Assistant position during the academic year of 2012 will be approximately \$425 based on work schedule
- Total cash compensation approximately \$3,625 when scheduled for all sessions
- Free on campus housing for duration of Summer Orientation programs only
- Meals are provided when Orientation programs are in session
- Earned University Credit for Peer Assistant experience (CSP 491)

Minimum Qualifications:

- Current full-time undergraduate MSU student
- A cumulative college GPA of 2.5 or higher and a commitment to academics
- Good academic, judicial, and employment standing at MSU
- Completion of 24 credit hours from MSU by Summer 2012
- Ability to work with minimal supervision and take initiative
- Must be available for all scheduled Orientation dates including evening shifts during Summer Orientation
- Ability to work in a team-oriented environment
- Proficient English speaking skills

Preferred Characteristics:

- Strong communication skills including verbal, written, and interpersonal
- Knowledge of campus resources and information
- Comfort addressing diverse groups of individuals
- Ability to motivate self, others while maintaining a upbeat and positive attitude throughout the sessions
- Previous campus involvement and time management skills

Responsibilities:

- Serve as an appropriate role model and mentor for new students to MSU
- Coordinate small group activities designed to be both educational and social
- Assist with loading and unloading of materials
- Expected to generate an appearance of professionalism
- Required to be available throughout the entirety of each Orientation program
- Potential to serve as a mentor for FYE seminar course during academic year
- Assist with new student calling project
- Other duties as assigned by the supervisors

Minnesota State University, Mankato is an Affirmative Action/Equal Opportunity Institution. It does not discriminate in its employment, admissions, or related service programs.

Keep this information for your personal records.

Required Orientation Dates (Subject to Change):

All Staff Meeting March 25, 2012

Orientation Training May 16-31, 2012 (No weekends)

Summer Orientation Dates (Tentative Until Approved)

One Day/Transfer Orientations

Friday, June 1, 2012
Friday, June 22, 2012
Friday, July 13, 2012
Wednesday, August 22, 2012
Thursday, August 23, 2012 (International Orientation)
Friday, August 24, 2012

NEF Orientations

Session 1: June 4-5, 2012
Session 2: June 7-8, 2012
Session 3: June 11-12, 2012
Session 4: June 13-14, 2012
Session 5: June 18-19, 2012
Session 6: June 20-21, 2012
Session 7: June 25-26, 2012
Session 8: June 27-28, 2012
Session 9: July 9-10, 2012
Session 10: July 11-12, 2012
Session 11: July 16-17, 2012
Session 12: July 18-19, 2012
Session 13: July 23-24, 2012

Orientation Mid-Summer Preparation June 29, 2012

Orientation Summer Wrap Up July 25, 2012

August Preparation August 21, 2012

Academic Year Orientation Dates November 16, 2012
January 11, 2013
April 12, 2013
April 19, 2013

Important Information

Keep this information for your personal records.

Application Checklist:

- I have attached a resume including my work experience, leadership experience, and campus activities/involvements.
- I have completed my Applicant Agreement.
- I have attached a separate document with my answers to the essay questions.
- I have attached my Interview Availability Form.
- I have spoken with the references I am using for this application and the references will send their reference forms to Melissa Iverson, 10 Gage Center by **January, 24, 2012 by 4:30 pm**. I will also follow up with my references to ensure timely completion of my application requirements.

Please Note in Your Personal Calendar the Dates of Required Availability for this Application:

Appointment is for this position is from April 2012 - April 2013 and specifically you need to be available during the following dates:

- Group Interview Time: TBD
- All staff meeting March 25, 2012 (Time TBD)
- Staff training May 16 – 31, 2012
- The months of June and July for the Summer Orientation programs
 - You will be required to be available for all program sessions and other noted dates on the job description. Summer Orientation programs do not offer flexibility and it is recommended that you **do not** seek outside employment or take a class during this time.
- You will need to be available August 15, 16, and 17, 2012 for late Orientation dates.
- Your assistance for programs during the academic year may be requested for additional duty days with pay.

Application Timeline (subject to change):

Applications Available	11/30/2011
OPA Info Meeting	12/1/2011 and 1/17/2012
Applications Due	1/24/2012
Interview Notifications	1/30/2012
Individual Interviews	2/2-10/2012
Group Interview Notifications	2/21-26/2012
Group Interview	2/21-26/2012
Position Offers	3/1/2012
Positions Acceptance Date	3/14/2012
First OPA Team Meeting	3/25/2012

**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 pm.**