

ORIENTATION REGISTRATION ASSISTANT JOB DESCRIPTION

OFFICE OF FIRST YEAR EXPERIENCE

10 GAGE COMPLEX

Title: Orientation Registration Assistant

Brief Position Description: The Office of First Year Experience/Orientation employs undergraduate students who are committed to assisting new students with the transition to Minnesota State University Mankato. Orientation reinforces the University's mission to educate students for a global community by facilitating both the personal and academic successes of new students at Minnesota State University Mankato. The Orientation staff serves in multiple roles, as positive and good will ambassadors, discussion leaders, tour guides, class registration advisors etc. The Registration Assistant will support the Orientation Peer Assistants in helping students through the online class registration process.

Supervisors: Graduate Assistants and Assistant Director for Orientation Programs

Benefits & Compensation:

- ◆ Remuneration for the position will be \$8.00/hour, approximately 8-10 hours per week for 9 weeks
- ◆ Lunch is provided during each scheduled orientation program
- ◆ Leadership experience and enhanced communication skills

Minimum Qualifications:

- ◆ Cumulative GPA of 2.5 or higher
- ◆ Good verbal communication skills
- ◆ Proficient in spoken English
- ◆ Experience working with a variety of people and skill levels
- ◆ Ability to work with others both individually and group settings
- ◆ Available weekday afternoons

Preferred Characteristics:

- ◆ Understanding of basic academic requirements/policies (general education, academic good~ standing, etc.)
- ◆ Competence with computers and the University registration process
- ◆ Knowledge of Minnesota State University, Mankato and its resources for students and parents

Responsibilities:

- ◆ Provide support and assistance in the registration computer lab during the student course registration process
- ◆ Attend all scheduled staff meetings or training programs
- ◆ Serve as an appropriate role model and mentor for new students to Minnesota State University Mankato

Expectations

- ◆ All student employees must be enrolled for at least one credit hour per summer session in order to hold an employment position on campus
- ◆ Orientation staff members must maintain a good academic and disciplinary standing
- ◆ Position hours are pre determined, staff members must be available during weekday afternoons from May 26th ~ July 24th, 2009
- ◆ Staff members will be expected to dress appropriately, including wearing an Orientation staff shirt

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

Summer 2009 Orientation Registration Assistant Duty Dates:

On Duty Days, you will assist in the registration labs from approximately 12:00pm to approximately 4:00pm. Lunch will be provided on Duty Days.

May

- Training Dates: 2-3 afternoons sometime between May 26 and June 2 – Specific dates and times will be announced shortly.

June

- Wednesday, June 3
- Friday, June 5
- Tuesday, June 9
- Thursday, June 11
- Tuesday, June 16
- Thursday, June 18
- Tuesday, June 23
- Thursday, June 25
- Friday, June 26

July

- Wednesday, July 8
- Friday, July 10
- Tuesday, July 14
- Thursday, July 16
- Friday, July 17
- Tuesday, July 21
- Thursday, July 23

August

- Wednesday, August 19
- Friday, August 21

November 2009- April 2010

- Periodically throughout the academic year

Orientation Registration Assistant Application

**Office of First Year Experience
Minnesota State University, Mankato**

Please Type or Print in Ink:

Name _____ Tech ID _____
(Last) (First) (Middle)

E-mail _____ Male _____ Female _____

Local Address _____ Home Phone _____

_____ Cell Phone _____

Major _____ Anticipated Graduation Date _____

Credit hours anticipated being completed at the end of Spring 2009 Semester _____

Number of semesters including the current semester at Minnesota State University, Mankato _____

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

Resume

Please attach your resume, which includes previous work experience and involvement on campus.

If you need assistance with your resume, the Career Development Center offers online resources and individual appointments.

Availability

List any outside commitments that would conflict with the Summer 2009 schedule located on the back of the job description? (Examples: classes, weddings, vacations, job commitments, etc.)

Reference

One reference form must be completed and submitted to Nicole Dose, Assistant Director for Orientation and Transition Programs, 10 Gage Complex, Mankato, MN 56001 to complete your application. ***Please do not use relatives or friends as references, as they will not be accepted.*** Please list the name of the individual that will be submitting a reference form on your behalf:

Name

Relationship to Applicant

Email

Agreement

I have read the Orientation Registration Assistant job description and I agree to perform these duties if I am appointed to the position. I also understand that this appointment is for one term (April 2009 - April 2010) and that I must perform my duties in a satisfactory manner or my appointment may be terminated. I also understand that future reappointment is subject to reapplication. I verify the information that I have provided in this application is truthful.

Signature of Applicant

Date

APPLICATION INFORMATION CHECK AUTHORIZATION

I grant permission to release my Grade Point Average, Judicial Record History, and Employment Record History to the Office of First Year Experience, Assistant Director for Orientation and Transition Programs.

Signature of Applicant

Date

**RETURN ALL APPLICATION MATERIALS TO:
Nicole Dose, Assistant Director for Orientation and Transition Programs
Office of First Year Experience
10 Gage Complex, Mankato, MN 56001**

Application Deadline: Monday, April 13, 2009 by 4:30 pm.

Orientation Registration Assistant

Reference

OFFICE OF FIRST YEAR EXPERIENCE
MINNESOTA STATE UNIVERSITY, MANKATO

Applicant's Name: _____

Reference's Name and Position: _____

Relationship to Applicant: _____ Length of time known: _____

Reference's Daytime Telephone: _____ E-mail: _____

THIS SECTION TO BE COMPLETED BY APPLICANT:

(Please check one and sign)

_____ I retain my right to review this reference after it has been completed.

_____ I give up my right to see this reference after it has been completed.

Signature of Applicant

Date Signed

Thank you for agreeing to provide a reference for this Orientation Registration Assistant candidate. Your input is a valuable contribution for this integral position. Registration Assistants provide support during the student online registration process with the goal of assisting new and transfer students in experiencing a smooth and rewarding transition to the Minnesota State University Mankato community.

Please address the following areas in the space provided. Please be as specific as possible in your comments, noting both the candidate's accomplishments and areas needing improvement.

Student Leadership: Encourages the development of students. Promotes involvement and leadership on campus. Positive attitude toward MSU. Recognizes his/her limitations and seeks assistance with situations that are beyond his/her skill level. Maintains professionalism, is accessible and approachable. **Accomplishments/Improvements Needed:**

Character: Demonstrates trustworthiness, responsibility, receptivity to differences, honesty, integrity, and strong work ethic. **Accomplishments/Improvements Needed:**

Communication Skills: Possesses strong written and verbal communication skills. Allows others to finish relating their thoughts rather than interrupting to relate his/her own experience. **Accomplishments/Improvements Needed:**

Customer Service: Works well with others (students, parents, supervisors). Effective team member. Receptive to constructive criticism. Listens to others and responds appropriately. **Accomplishments/Improvements Needed:**

Please check the statement that most closely fits your assessment of the applicant as an Orientation Registration Assistant:

Recommend

Recommend with Reservations

Do Not Recommend

Additional Comments:

Signature of Reference

Date signed

The candidate's file is not reviewed until reference is received. The deadline for reference to be returned is:

Monday April 13, 2009 by 4:30 pm

Thank you again for your input on behalf of this applicant. Please address any questions to Nicole Dose at (507) 389-5498.

Please return this completed reference to the following address:

**Nicole Dose
Assistant Director of Orientation and Transition Programs
Office of First Year Experience
10 Gage Complex
Mankato, MN 56001**