

REGISTRATION ASSISTANT JOB DESCRIPTION

Title: Orientation Registration Assistant

Office of First Year Experience

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 Assistant 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 28th – July 24th, 2012
- ◆ Staff members will be expected to dress appropriately, including wearing an Orientation staff shirt and black or khaki pants

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

Registration Assistant Duty Dates Orientation 2012

On Duty Days, you will assist in the registration labs from approximately 12:00pm - 4:30pm. Lunch will be provided on Duty Days.

Registration Assistant Training Dates TBD

Summer Orientation Dates (Tentative Until Approved)

One Day/Transfer Orientations

Friday, June 1, 2012

Friday, June 22, 2012

Friday, July 13, 2012

Wednesday, August 15, 2012

Thursday, August 16, 2012 (International Orientation)

Friday, August 17, 2012

NEF Orientations

Session 1: June 5, 2012

Session 2: June 8, 2012

Session 3: June 12, 2012

Session 4: June 14, 2012

Session 5: June 19, 2012

Session 6: June 21, 2012

Session 7: June 26, 2012

Session 8: June 28, 2012

Session 9: July 10, 2012

Session 10: July 12, 2012

Session 11: July 17, 2012

Session 12: July 19, 2012

Session 13: July 24, 2012

Academic Year Orientation Dates

November 16, 2012

January 11, 2013

April 12, 2013

April 19, 2013