ORIENTATION REGISTRATION ASSISTANT JOB DESCRIPTION

Office of New Student and Family Programs
103 Preska Residence Community

**Title:** Orientation Registration Assistant

**Brief Position Description:** The Office of New Student and Family Programs 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 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**
♦ Compensation for the position will be $8.00/hour, approximately 8-10 hours per week for 9 weeks during the summer, plus orientation sessions during the 2015-2016 academic year
♦ 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 during the summer in order to hold an employment position on campus.
♦ 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 29th – July 20th, 2015, as well as other orientation sessions during the academic year.
♦ Staff members will be expected to dress appropriately, including wearing an Orientation staff shirt and black or khaki bottoms.

*Minnesota State University, Mankato is an Affirmative Action/Equal Opportunity Institution. It does not discriminate in its employment, admissions, or related service programs.*
Summer 2015 Orientation Registration Assistant Duty Dates (Subject to Change):

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

<table>
<thead>
<tr>
<th>Registration Assistant Training Dates</th>
<th>Friday, May 29 from 12:00-4:30pm</th>
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<tr>
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<td>Monday, June 1 from 12:00-4:30pm</td>
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Summer Orientation Dates

One Day/Transfer Orientations
- Wednesday, June 3, 2015
- Friday, June 19, 2015
- Friday, July 10, 2015
- Wednesday, August 19, 2015 (Transfer Only)
- Thursday, August 20, 2015 (International Orientation)
- Friday, August 21, 2015 (New Student and Transfer Student)

New Student (First Year) Orientation Dates
- Session 1: June 5, 2015
- Session 2: June 9, 2015
- Session 3: June 11, 2015
- Session 4: June 12, 2015 (One Day)
- Session 5: June 16, 2015
- Session 6: June 18, 2015
- Session 7: June 23, 2015
- Session 8: June 25, 2015
- Session 9: July 7, 2015 (One Day)
- Session 10: July 9, 2015 (One Day)
- Session 11: July 14, 2015
- Session 12: July 16, 2015
- Session 13: July 17, 2015 (One Day)

Academic Year Orientation Dates
- Friday, November 20, 2015
- Thursday, January 7, 2016 (International Orientation)
- Friday, January 8, 2016
- Friday, April 15, 2016
- Friday, April 22, 2016