ORIENTATION REGISTRATION ASSISTANT

JOB DESCRIPTION

OFFICE OF FIRST YEAR EXPERIENCE

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 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 24th – July 23rd, 2010
- 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 2010 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 24 and June 3 – Specific dates and times will be announced shortly.

June
- Friday, June 4
- Tuesday, June 8
- Friday, June 11
- Tuesday, June 15
- Thursday, June 17
- Tuesday, June 22
- Thursday, June 24
- Friday, June 25
- Tuesday, June 29

July
- Friday, July 9
- Tuesday, July 13
- Thursday, July 15
- Friday, July 16
- Tuesday, July 20
- Thursday, July 22

August
- Wednesday, August 18
- Friday, August 20

November 2010- April 2011
- 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 2010 Semester ______

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

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

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.

List any outside commitments that would conflict with the Summer 2010 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 Trevor Gohner, Graduate Assistant for Orientation 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 2010 - April 2011) 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.

<table>
<thead>
<tr>
<th>Signature of Applicant</th>
<th>Date</th>
</tr>
</thead>
</table>

**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.

<table>
<thead>
<tr>
<th>Signature of Applicant</th>
<th>Date</th>
</tr>
</thead>
</table>

**RETURN ALL APPLICATION MATERIALS TO:**

Trevor Gohner, Graduate Assistant for Orientation Programs
Office of First Year Experience
10 Gage Complex, Mankato, MN 56001

Application Deadline: Thursday, April 15, 2010 by 4:30 pm.
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:

Thursday April 15, 2010 by 4:30 pm

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

Please return this completed reference to the following address:
Trevor Gohner
Graduate Assistant for Orientation Programs
Office of First Year Experience
10 Gage Complex
Mankato, MN 56001