REGISTRATION ASSISTANT JOB DESCRIPTION

Title: Orientation Registration Assistant

Office of New Student and Family Programs

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 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 during the summer plus four orientation sessions during the 2014-2015 academic year
- Lunch is provided during each scheduled orientation program
- Leadership experience and enhanced communication skills

Minimum Qualifications

- Cumulative MSU GPA of 2.5 or higher
- Must be in good academic and conduct standing
- Good verbal communication skills and 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 22nd, 2014
- Staff members will be expected to dress appropriately, including wearing an Orientation staff shirt and approved shorts/pants/skirts.

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