

Grand Valley State University

# Orientation Assistant

## Job Description and Selection Process

### General Description:

Orientation Assistants are student employees who work for the Admissions Office. They are responsible for assisting with registration for all of the summer Freshman Orientation sessions and Transfer Orientation as needed. Orientation Assistants are to support new students in their transition to Grand Valley through assistance in academic registration, communication of campus services, and as information ambassadors to new students and their parents.

### Responsibilities:

Student Orientation Assistants must:

- Commit to **all** freshmen orientation sessions for the duration of the summer.
- Commit to **all** of the orientation training sessions prior to Summer Orientation.

Student Orientation Assistants are expected to:

- Have a love for special event participation, provide outstanding customer service, be an enthusiastic professional, and be able to build relationships with internal and external customers.
- Anticipate the needs of incoming students and family members, discern work priorities each day, and have high expectations for quality, ensuring that the orientation events run smoothly.
- As a member of the GVSU New Student Welcoming Team, serve as an example of what a Laker for a Lifetime truly means.
- Assist faculty and advisors with orientation group activities.
- Assist faculty and advisors in communicating general education requirements to new students.
- Promote programs for maximum positive interaction among students.
- Serve as a communication link between students, parents, and GVSU faculty and advisors.
- Support key advising messages from a student perspective.
- Assist the Admissions Office with GVSU Laker Experience Days (Fridays, March 31<sup>st</sup> and April 7<sup>th</sup>).
- Complete all other duties and projects as assigned.

### Required Qualifications:

- Must be a current GVSU undergraduate student at the time of application.
- Must be enrolled at GVSU as a full-time undergraduate student in **Fall 2017**.
- A minimum 2.5 overall cumulative GPA is required.

### Preferred Qualifications:

- Involved in campus life; participated in a broad range of extracurricular activities.
- Experience working with diverse populations.
- Campus leader.
- Energetic, enthusiastic and responsible.
- Mature, honest and objective.
- Interested in working with new students.
- Strong work-ethic, and willing to take the initiative.

***Please keep this portion for your records.***

**Compensation:**

Orientation Assistants will receive an hourly rate of \$10.75 per hour. Payment will be provided bi-weekly and hours will be kept on Ultratime. Continental breakfast and lunch will be provided during each Freshmen Orientation session.

The following schedule is a list of mandatory working dates:

**Orientation Training:**

May 2, 3, 4, 5, 8

**2017 Freshmen Orientation dates:**

May 9, 10, 11, 12, 15, 16, 17, 18, 22, 23, 24, 25, 31

June 1, 2, 5, 6, 7, 8, 12, 13, 14, 15, 19, 20, 21

July 10, 11, 12, 13, 17, 18, 19, 20, 24, 25, 26, 27, 31

August 1

**2017 Transfer Orientation dates:**

May 5

August 25

**2017 Campus Orientation:**

August 18

**2017 Student Visitation Day dates:**

July 7, 14, 21, 28

August 4, 11, 18

**Selection Process:**

Student Orientation Assistants are selected on the basis of leadership, scholarship, enthusiasm, creativity, personality, and experience. They must be highly motivated, and demonstrate a strong work ethic. The selection process is highly competitive and limited. Appointments are for one summer. Students interested in returning must apply and interview each subsequent year. Both the required and preferred qualifications will be taken into consideration, as will staff recommendations.

**Application deadline is Monday, February 13, 2017**

- Appointments are made for the entire summer. However, appointments may be canceled at any time for unsatisfactory performance.
- A typical orientation session runs from 8:00am – 4:30pm. This schedule does not allow for enrollment in **daytime** classes.
- In addition to financial compensation, a continental breakfast and lunch will be provided at each Freshman Orientation session.

***Please keep this portion for your records.***

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| <b>ORIENTATION ASSISTANT APPLICATION</b> |
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**PERSONAL INFORMATION:**

|  |                       |
|--|-----------------------|
| Name:                                      | G Number:             |
| Current Local Address:                     | Cell Phone:           |
| Summer 2017 Residence ( <i>if known</i> ): | E-mail Address:       |
| Hometown (City, State):                    | High School attended: |

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**WORK EXPERIENCE:**

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|--------------------------|------------------|
| Position title/Location: | Dates Employed:  |
| Supervisor's Name:       | Describe Duties: |
| Work Phone:              |                  |

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**GVSU EXPERIENCE:**

|   |  |
|---|--|
| What will your class standing be in <b>Summer 2017</b> ( <i>Freshman, Sophomore, etc</i> )? | What is your overall cumulative GPA ( <i>through January 2017</i> )? |
| What is your major?   | What is your expected graduation date?                               |

**List the various clubs and organizations you have been involved in throughout your Grand Valley experience. Please indicate any leadership positions you've held in those organizations.**

**What makes you the right candidate for this position?**

***Please return this portion to the Admissions Office no later than Monday, February 13, 2017.***

**Describe an experience where you worked on a team and had to take a step back and let others lead. How did it turn out? What did you learn from that experience?**

**With so many responsibilities on your plate, what steps do you take to motivate yourself to stay on task?**

**Describe an experience where you had taken on the responsibility of a new project or task, and carried it to a successful completion. What skills have you developed from that experience? How can it relate to this position?**

**Orientation Assistants have the opportunity to work closely with diverse populations. Please describe an experience you had participating in an intercultural activity while attending Grand Valley State University.**

**How has your GVSU experience shaped who you are today?**

**Please provide two references (preferably GVSU faculty or staff) that we may contact:**

1. \_\_\_\_\_ Phone Number \_\_\_\_\_

2. \_\_\_\_\_ Phone Number \_\_\_\_\_

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