What is the Orientation Administrative Coordinator?
- The Administrative Coordinator (AC) works closely with the Advisement and Transition staff in completing various tasks related to the implementation and running of the Orientation program.
- The AC plays a vital role in helping the Advisement and Transition staff meet the administrative needs of our Orientation program by spending significant time in the office preparing for each session by printing lists, gathering supplies and organizing materials.

Job Description and Responsibilities
- Coordinate the folder preparation process, including printing labels, nametags, lists and organizing all needed materials
- Develop and implement Orientation check-in procedures, including managing check-in lists and gathering supplies
- The AC will contribute to the Orientation program by assisting with:
  - supervision of guests staying in Orientation residence halls.
  - development of Corey directional signs to help with program flow.
  - staffing the Orientation information table in Corey Union as needed to answer questions and direct Orientation participants.
- Manage and monitor the Orientation social media sites
- Assist Advisement and Transition staff members, Orientation Assistant Supervisor and Program Assistant with other duties and administrative preparations as needed.
- The AC should be knowledgeable about campus, act as role model to the Orientation Assistants and serve in a leadership role.

Hiring Criteria
Preference will be given to candidates who meet the following preferred qualifications:
- SUNY Cortland student entering their senior year or recent SUNY Cortland graduate
- Evidence of campus involvement.
- Previous Orientation experience.

Selection Timeline
<table>
<thead>
<tr>
<th>Date Range</th>
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<tr>
<td>Friday, February 10</td>
<td>Application Deadline</td>
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<tr>
<td>February 20 – February 24</td>
<td>Individual Interviews</td>
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<tr>
<td>February 28</td>
<td>Position offer made</td>
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</tbody>
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Time Commitment and Expectations
- Commitment for the entire Orientation time period (including week prior to OA training): June 5 – July 19, 2017.
- Will not be able to enroll in Summer Session classes or hold additional employment during this time period.
- Stay in the Orientation residence halls with incoming students or guests.
- Maintain a positive attitude toward SUNY Cortland, college policies, professors, administrators, etc.
- Serve as a representative of SUNY Cortland during Summer Orientation.

Compensation
- $3000 stipend
- A room in a campus residence hall during designated time commitment
- Partial meals during training and while Orientation is in session

Application deadline is Friday, February 10 at 4:30 p.m.
to Advisement and Transition, Memorial Library, Room A-111.
Administrative Coordinator
APPLICATION
Summer 2017
Advisement and Transition • Memorial Library, Room A-111 • 607-753-4726

Name: ___________________________________________ C #: ____________
(first) (last)

E-Mail: ________________________________________________

Campus/Local Address: __________________________________________

Campus/Local Phone Number: ______________________________________

Summer Address (if different than above): ___________________________
(street)

(city) (state) (zip code)

Summer/Alternate Phone Number: _________________________________

Undergraduate Institution: ____________________________ Year of Graduation: __________

Undergraduate Major: ________________________________

Please attach a resume with the names and contact information of three professional references as part of this application.

Application Questions
Answer the following questions and attach your typed responses to this application form:

1. What interests you about being the Orientation Administrative Coordinator (AC)?
2. What leadership and organizational skills do you possess? How do these skills prepare you for the AC position?
3. Describe a time when you completed a multi-level project. How did you go about it? What did you learn?
4. What does teamwork mean to you and how have you been able to work successfully in a team environment?

Verification of Information
I have read and understand the Orientation Administrative Coordinator position description and responsibilities. I further understand that I may not enroll in summer session or schedule any other employment during June 5 – July 19, 2017. I affirm that the information which I have provided on this application form and all other application materials for the position of Orientation Administrative Coordinator are complete, accurate, and true to the best of my knowledge. I give Advisement and Transition permission to check my academic and disciplinary standing.

Signature: ___________________________________________ Date: __________

Application deadline: Friday, February 10 at 4:30 p.m. to Advisement and Transition