ORIENTATION ASSISTANT

Fact Sheet and Timeline
Summer 2016
Advisement and Transition • Memorial Library, Room A-111 • 607-753-4726

Position Description
- OAs play a vital role in helping new students and their families adjust to our campus and community by creating a welcoming and informative environment.
- OAs serve as a resource and reference for student and family questions related to curricula, academic procedures, college policies, social adjustment, and campus resources.
- OAs assist in the preparation of Orientation activities and materials.
- OAs assist with implementing the Summer Orientation program throughout June/July and a final session in August just prior to the start of classes. OAs also have the opportunity to assist with Spring Orientation in January.
- OAs are knowledgeable about the campus, act as role models, are leaders, and serve as representatives of SUNY Cortland.
- OAs work collaboratively with a team of approximately twenty-three other OAs, an Orientation Assistant Supervisor, Orientation Program Assistant, Orientation Administrative Coordinator, Coordinator of Orientation, and the Advisement and Transition staff.

Hiring Criteria
Preference will be given to candidates who meet the following preferred qualifications:
- SUNY Cortland undergraduate who will be attending Cortland in the Fall 2016.
- In good academic standing with a minimum cumulative GPA of 2.5.
- In good judicial standing (no current judicial sanctions).
- Evidence of academic excellence and co-curricular involvement.
- Ability to maintain a positive and flexible attitude.
- Desire to work with students, faculty, and staff.

Selection Process
The Orientation Assistant (OA) staff selection process consists of a thorough review of materials (application, GPA, judicial standing, recommendations, and interview) for each applicant. All applicants will complete an individual interview and participate in a group interview process.

Selection Timeline

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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>Monday, February 1</td>
<td>OA Information Meeting</td>
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<tr>
<td></td>
<td>5 p.m. – Corey Union, Room 301-03</td>
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<tr>
<td>Friday, February 19, 4:30 pm</td>
<td>Application Deadline</td>
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<tr>
<td>Thursday, March 3 or</td>
<td>Group Interview Process</td>
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<tr>
<td>Friday, March 4 or</td>
<td>(Sign up for a Group Interview time when turning in your application.)</td>
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<td>Friday, March 4</td>
<td>5 p.m. – Park Center, Hall of Fame Room</td>
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<td>Monday, March 7 -</td>
<td>12:30 p.m. – Park Center, Hall of Fame Room</td>
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<td>Friday, March 11</td>
<td>3 p.m. – Park Center, Hall of Fame Room</td>
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<td>Monday, March 21</td>
<td>Individual Interviews</td>
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<td>Monday, March 28</td>
<td>Decision Letters Mailed Out</td>
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<tr>
<td>Monday, April 4</td>
<td>Position Confirmation Due to Advisement and Transition</td>
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<tr>
<td>Monday, April 4</td>
<td>Summer 2016 OA Staff Welcome Meeting</td>
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<td>5 p.m. – Corey Union, Room 301-03</td>
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Job Responsibilities

- Participate in OA training on college policies, educational requirements and services, team building and leadership development.
- Assist with general administrative preparations as needed, before, during, and after each session.
- Facilitate large and small group discussions on college life, academics and degree requirements for graduation.
- Help new students and their guests feel comfortable by being responsive to and aware of their needs and concerns.
- Supervise Orientation attendees in the residence halls.
- Assist new students with the registration and scheduling process.
- Build working relationships with faculty, staff and administrators on campus.

Time Commitment and Expectations

- Stay in the Orientation residence halls with incoming students or guests.
- Job includes long days and some evenings.
- Required to work weekends during the training period.
- Will not be able to enroll in Summer Session classes or hold additional employment during this time period.
- Maintain a positive attitude toward SUNY Cortland, college policies, professors, administrators, etc.

Compensation and Benefits

- $2000 stipend
- A room in a campus residence hall during designated time commitment.
- Partial meals during training and while Orientation is in session.
- Two Orientation staff shirts.
- Leadership experience and effective communication skills.
- Opportunity to develop important relationships with peers, new students, faculty, and staff.

Application Materials

Along with this fact sheet and timeline, you will find:

- Orientation Assistant Application (2 pages)
- Two Orientation Assistant Recommendation Forms
- Interview Availability Grid

Completed Applications

**Application deadline: Friday, February 19 by 4:30 p.m.**

Your application will be complete when Advisement and Transition receives the following:

- Orientation Assistant Application including a resume or listing of activities and typed answers to the Thoughts and Opinion Questions.
- Two recommendations from faculty and/or staff members.
- Interview Availability Grid. This must be turned in with your application and will be used in scheduling an individual interview.

Summer 2016 Program Dates

OA Move-in: Thursday, June 9
Orientation Assistant Training and Orientation program preparation: June 9 – June 23
First-Year and Transfer Orientations: June 20 – July 15
OA Move-out: July 16

**Please keep this sheet for your reference.**

**Application deadline is Friday, February 19, 2016 at 4:30 p.m.**

Questions? Please contact:
Marinda Souva, Advisement and Transition
Memorial Library, Room A-111 • Phone: 607-753-4726 • Email: marinda.souva@cortland.edu
APPLICATION
Orientation Assistant
Summer 2016
Advisement and Transition • Memorial Library, Room A-111 • 607-753-4726

General Information

Name: ___________________________________________ C #: __________________________
(firstName) (last)

E-Mail: __________________________________________

Campus/Local Address: _____________________________________________________________

Campus/Local Phone Number: _______________________________________________________

Home (or summer) Address: _________________________________________________________
(street)

________________________ (city) ____________________ (state) ____________________ (zip code)

Home (or summer) Phone Number: _________________________________________________

Major: ______________________________ Minor: _______________________________

Class Year in Fall 2016: ______________________________ Cumulative GPA: ______________

Will you be student teaching, participating in an internship, or studying abroad in Fall 2016? ________

Are you a transfer student? ______ If yes, transferred from: _____________________________

Resume

Please attach a resume or listing of clubs, organizations, jobs, or activities you have been involved with outside
of the classroom as a SUNY Cortland student.

Recommendations

Please list the names and titles of two faculty or professional staff members (not undergraduate students) who
will be submitting recommendation forms regarding your qualifications for this position. Please provide these
individuals with the attached recommendation forms and inform them of the February 19 application deadline.

Name: ___________________________________________ Title: ___________________________

Phone: __________________________ Relationship to you: ___________________________

Name: ___________________________________________ Title: ___________________________

Phone: __________________________ Relationship to you: ___________________________

Name: ___________________________________________ Title: ___________________________

Phone: __________________________ Relationship to you: ___________________________

Name: ___________________________________________ Title: ___________________________

Phone: __________________________ Relationship to you: ___________________________
Thoughts and Opinions

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

1. What interests you about being an Orientation Assistant (OA)?

2. What was your most significant experience (positive or negative) as a new student at SUNY Cortland? What did you learn from that experience and how would you relate that to new students and their family members?

3. In your opinion, what is the most important role or responsibility an OA should have in working with new students and their families?

4. What leadership and organizational skills do you possess? How do these skills relate to the OA position?

5. Describe an experience you have had in relating with people who may be different from you (differences could include cultural, racial/ethnic, age, beliefs, etc.).

6. 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 Assistant position description and responsibilities. I further understand that I may not enroll in the summer session or schedule any other employment during June 9 – July 16, 2016. I affirm that the information which I have provided on this application form and all other application materials for the position of Orientation Assistant 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: __________

How did you hear about this position? (check all that apply)

☐ Table Tent in Campus Dining Hall ☐ Poster/Flyer

☐ Nomination letter in the mail ☐ Referred by a former OA ____________________________ (name)

☐ Campus E-mail ☐ Other ____________________________

This application packet should be returned to Advisement and Transition in Memorial Library by Friday, February 19, 2016 at 4:30 p.m.

Questions? Please contact:
Marinda Souva, Advisement and Transition
Phone: 607-753-4726 Email: marinda.souva@cortland.edu
Please mark the times during the week of March 7-11, 2016 in which you **WILL NOT BE AVAILABLE**.

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<th>Time</th>
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This grid will be used in scheduling an individual interview if you advance to that stage of our selection process. You will be notified via email by noon on Friday, March 4 of your individual interview time and location.

**Individual interviews will be a half hour long and will take place on a weekday between Monday, March 7 and Friday, March 11.**
RECOMMENDATION FORM
Orientation Assistant
Summer 2016
Advisement and Transition • Memorial Library, Room A-111 • 607-753-4726

Applicant Name: ________________________________________
(first) (last)

☐ I waive my right to view this form  ☐ I do not waive my right to view this form

Applicant Signature: _____________________________________________________ Date: ________________

To the Evaluator: The student listed above is applying for the position of Orientation Assistant at SUNY Cortland. If chosen, this student will work with our summer Orientation program helping new students and their families learn about and adjust to the Cortland community. OAs serve as a resource, reference, and role model for student concerns related to academic procedures, college policies, and social adjustment. Please comment on the capabilities of this individual based on your interactions. Thank you for your assistance in our selection process. (Please use the back of this sheet if necessary or attach a letter of reference.)

Name of Reference: __________________________________________________________________________________
E-Mail: ____________________________________________ Phone Number: __________________
Position/Title: _______________________________________________________________________________________

How long have you known the applicant? ____________ In what capacity do you know the applicant? _______________

Please identify the level at which the applicant has performed the qualities listed below according to the scale provided:

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<tr>
<th>Skill</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Fair</th>
<th>Poor</th>
<th>No basis for judgment</th>
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Please list those personal characteristics you believe this candidate possesses that would be beneficial to the Orientation program.

Please list any personal characteristics you believe may deter this candidate from being a successful Orientation Assistant.

Please provide any additional information on the applicant’s abilities and potential to succeed in this position on the reverse of this sheet.

Based on your knowledge of the applicant, as well as the type of position for which s/he is applying, please indicate your overall recommendation of how this person will function in this position:

☐ Recommend Highly  ☐ Recommend  ☐ Recommend with Reservations  ☐ Not Recommend

Signature: ____________________________________________ Date: ______________________

Please return this Recommendation Form to Advisement and Transition, Memorial Library, Room A-111 by Friday, February 19, 2016.
RECOMMENDATIONFORM
OrientationAssistant
Summer 2016
Advisement andTransition • Memorial Library, Room A-111 • 607-753-4726

Applicant Name: ____________________________________________
(first) (last)
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☐ Recommend Highly  ☐ Recommend  ☐ Recommend with Reservations  ☐ Not Recommend

Signature: _______________________________ Date: __________________

Please return this Recommendation Form to Advisement and Transition, Memorial Library, Room A-111 by Friday, February 19, 2016.