What is the Orientation Program Assistant?

- The Program Assistant (PA) works closely with the Advisement and Transition staff in completing various tasks related to the implementation and running of the Orientation program.
- The PA plays a vital role in helping the Advisement and Transition staff meet the programmatic needs of our Orientation program and in helping new students and their families adjust to our campus.

Job Description and Responsibilities

- Contribute to the development and monitoring of evening social programs for students attending Orientation.
- Assist in the development of Orientation Assistant (OA) training.
- The PA will contribute to the Orientation program by assisting with:
  - development and implementation of Orientation check-out procedures.
  - supervision of student guests staying in Orientation residence halls.
  - development of campus directional signs to help with program flow.
  - staffing the Orientation information table in Corey Union to answer questions and direct Orientation participants.
  - facilitation and follow up of room set up and technology needs.
  - coordinate the campus resource fair.
  - organize campus tours.
- Assist Advisement and Transition staff members, Orientation Administrative Coordinator and Orientation Assistant Supervisor with other duties and administrative preparations as needed.
- The PA 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:

- Recent SUNY Cortland graduate or current graduate student or professional staff member on a partial year contract.
- Evidence of campus involvement.
- Previous Orientation experience.

Selection Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, February 10</td>
<td>Application Deadline</td>
</tr>
<tr>
<td>February 20 – February 24</td>
<td>Individual Interviews</td>
</tr>
<tr>
<td>February 28</td>
<td>Position offer made</td>
</tr>
</tbody>
</table>

Time Commitment and Expectations

- Commitment for the entire Orientation time period (including two weeks prior to OA training):
- 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

- $3800 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.
NAME: ___________________________________________ C #: __________________________

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: _______________________________________________________

GRADUATE DEGREE PURSUING (if applicable): ______________________________________

CURRENT JOB/ASSISTANTSHIP (if applicable): ______________________________________

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 Program Assistant (PA)?

2. What leadership and organizational skills do you possess? How do these skills prepare you for the PA position?

3. What do you think are essential components for an effective new student Orientation program?

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 Program Assistant position description and responsibilities. I further understand that I may not enroll in summer session or schedule any other employment during May 30 – 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 Program 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: __________

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