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

Selection Process for Returning OAs
The Orientation Assistant (OA) staff selection process will consist of a thorough review of materials from all applicants (new and returning) including application, GPA, judicial standing, recommendations, and interview. All returning OA applicants will participate in an individual interview. Preference will be given to continuing undergraduate students who will be attending Cortland in the Fall 2016.

Selection Timeline

<table>
<thead>
<tr>
<th>Monday, February 1</th>
<th>OA Information Meeting</th>
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<tr>
<td></td>
<td>5 pm – Corey Union, Room 301-03</td>
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<tr>
<th>Friday, February 19, 4:30 p.m.</th>
<th>Application Deadline</th>
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<tr>
<td>Tuesday, March 1</td>
<td>Returning OA Individual Interviews</td>
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<td>Thursday, March 3</td>
<td>(Sign up for an individual interview when you turn in your application.)</td>
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<td>Monday, March 21</td>
<td>Decision Letters Mailed Out</td>
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<td>Monday, March 28</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></td>
<td>5 p.m. – Corey Union, Room 301-03</td>
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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.

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, Coordinator of Orientation, and the Advisement and Transition staff.

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.

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.

Application Materials
Along with this fact sheet and timeline, you will find:
• Orientation Assistant Re-Application (2 pages)

Completed Re-Application
Applicants deadline: Friday, February 19 by 4:30 p.m.
Your re-application will be complete when Advisement and Transition receives the following:
• Orientation Assistant Re-Application including typed answers to the Thoughts and Opinion Questions and a current resume or listing of activities

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
RE-APPLICATION
Orientation Assistant
Summer 2016
Advisement and Transition • Memorial Library, Room A-111 • 607-753-4726

General Information

Name: ______________________ ______________________ C #: ______________________
(first) (last)

E-Mail: ___________________________________________________________________

Campus/Local Address: _______________________________________________________

Campus/Local Phone Number: ________________________________________________

Home (or summer) Address: _____________________________________________________
(street)

(city) (state) (zip code)

Home 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: ______________________

Thoughts and Opinions
Please answer the following questions and attach your typed responses to this application form:

1. What interests you about returning to the Orientation Assistant position?

2. What do you think you can offer the program in the coming year as a returning OA?

3. What characteristics do you feel an OA should possess? How do you demonstrate these characteristics and what characteristics would you like to strengthen?

4. What issues do you feel were important to students who attended Orientation last summer? How did the program meet or not meet those needs?

5. Through your experience as an OA, what did you learn about working with people different than yourself? In what areas do you feel you still need to learn?

(over)
Involvement

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.

Verification of Information

I have read and understand the Orientation Assistant position description and responsibilities. I further understand that I may not enroll in 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: __________

Questions? Please contact:
Marinda Souva, Advisement and Transition
Phone: 607-753-4726 Email: marinda.souva@cortland.edu