

# APPLICATION FOR THE ACADEMIC ORIENTATION ROL, OL, & OFFICE STAFF POSITIONS 2018

**Complete this form, save and email your completed application to  
aop@msu.edu by Monday, January 22, 2018.**

Name: \_\_\_\_\_  
(Last) (First) (Middle Initial)

Campus/Local Address: \_\_\_\_\_  
(Street/Hall Address) (City) (Zip)

Telephone #: \_\_\_\_\_

PID Number: \_\_\_\_\_

Major: \_\_\_\_\_

MSU E-Mail: \_\_\_\_\_

Number of Credits Taken Spring 2018: \_\_\_\_\_

Class Standing (FR, SO, JR, SR): \_\_\_\_\_

How did you hear about this job?  
\_\_\_\_\_

Please check all the position(s) you are interested in applying for. Applicants must select at least one position.

FULL – TIME:	Orientation Leader (Resident)	Office Staff (Resident)
PART –TIME:	Orientation Leader	Office Staff

Have you read the applicable job description(s) and do you agree to comply with the stated responsibilities if you accept an offer of employment?

YES  
NO

## References

Please provide one reference.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

## **Application Questions**

Applicants should prepare their application thoroughly and thoughtfully.

1. What do you perceive to be the purpose of the Academic Orientation Program?
2. What strengths would you bring to the AOP Staff?
3. What weaknesses do you have that are relevant to this position?
4. What are your expectations of your relationship with your supervisors?
5. What is the single most important tip you would give to incoming freshmen concerning being a successful student at Michigan State? Why?

6. What was your most significant experience (positive or negative) as a new student at Michigan State? What did you learn from this experience, and how would you relate that to new students?

7. While a student at MSU, how do you see yourself contributing to the Spartan community?

8. Have you ever been convicted of a misdemeanor or felony crime?  
No  
Yes (If yes, please explain)

9. Why have you applied to work for AOP? Please also explain why you indicated interest for the specific position(s) that you selected.