# Resident Orientation Leader (ROL),
Orientation Leader (OL), Office Staff (OS)
Academic Orientation & Transitions

## Why should I apply?
According to the National Association of Colleges and Employers the top 5 attributes employers are looking for are:

1) Ability to work in a team
2) Problem-solving skills
3) Communication skills (verbal and written)
4) Strong work ethic
5) Leadership

Students who work for the Academic Orientation Program will not only gain these experiences and develop these skills, but learn how to articulate them to future employers. Students who work for AOP also have the opportunity to share their love of MSU and give back through service to new students and their families.


## Application Procedure:
Carefully read the timeline and job descriptions and submit the application to aop@msu.edu no later than 11:59pm on Monday, January 22, 2018. Candidates are strongly urged to prepare their application thoroughly and thoughtfully as invitations to participate in the group interview will be based on the scope and content of the candidate’s answers to the application questions.

## 2018 Application Checklist

<table>
<thead>
<tr>
<th>Application Phase</th>
<th>Date Description</th>
<th>Activity</th>
<th>Important Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>November 15, 2017 through January 22, 2018</td>
<td>Application Available</td>
<td>See job posting #523087 (ROL &amp; Office) or #1085820 (OL) on Handshake or visit <a href="http://undergrad.msu.edu/programs/aop">http://undergrad.msu.edu/programs/aop</a></td>
</tr>
<tr>
<td></td>
<td>January 22, 2018</td>
<td>Deadline to submit application</td>
<td>Email applications to <a href="mailto:aop@msu.edu">aop@msu.edu</a> by the deadline</td>
</tr>
<tr>
<td></td>
<td>January 24, 2018</td>
<td>Group Interview Email Notification</td>
<td>Reminder: All applicants will receive an email. Check your junk/clutter email folders</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group Interview Phase</th>
<th>Date (Tentative)</th>
<th>Activity</th>
<th>Important Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>January 25, 2018 &amp; January 28, 2018</td>
<td>Group Interview Sign-Up</td>
<td>Candidates who were selected to participate in a group interview must sign-up for an interview in person between 9am and 5pm in 170 Bessey Hall</td>
</tr>
<tr>
<td></td>
<td>January 29, 2018-February 3, 2018</td>
<td>Group Interviews</td>
<td>6-8 candidates will interview with members of the Orientation Directing Staff.</td>
</tr>
<tr>
<td></td>
<td>February 5, 2018 (At the latest)</td>
<td>Final Interview Email Notification</td>
<td>All candidates will receive an email. Check your junk/clutter email folders</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Final Interview Phase</th>
<th>Date (Tentative)</th>
<th>Activity</th>
<th>Important Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>February 5, 2018 &amp; February 6, 2018</td>
<td>Final Interview Sign-Up</td>
<td>Candidates who were selected to participate in a final interview must sign-up for an interview in person between 9am and 5pm in 170 Bessey Hall.</td>
</tr>
<tr>
<td></td>
<td>February 6, 2018-February 10, 2018</td>
<td>Final Interviews</td>
<td>Members of the Orientation Directing Staff will meet individually with each candidate.</td>
</tr>
<tr>
<td></td>
<td>February 12, 2018</td>
<td>Candidate Notification</td>
<td>Candidates will receive an email regarding selection or non-selection by 5pm. Check your junk/clutter email folders</td>
</tr>
<tr>
<td></td>
<td>February 14, 2018</td>
<td>Acceptance Due</td>
<td>Candidates who have been offered a position must send either an email of acceptance to <a href="mailto:aop@msu.edu">aop@msu.edu</a> or deliver a letter of acceptance to 170 Bessey.</td>
</tr>
<tr>
<td></td>
<td>Thur. February 15, 2018 (6-9pm)</td>
<td>1st Training Session</td>
<td>1st Training Session-MANDATORY FOR ALL STAFF.</td>
</tr>
</tbody>
</table>

Candidates who fail to sign up for an interview time on the designated days, fail to attend their interview time, or fail to email their acceptance by the deadline are no longer considered for the position. No extensions will be granted.
JOB DESCRIPTION: Resident Orientation Leader (ROL)

Qualifications
Applicants must...
- Be fully enrolled as an undergraduate student at MSU for both Spring and Fall Semesters 2018.
- Have maturity and independent judgment. You will represent Michigan State University.
- Be an excellent team player. You will be a part of staff working in a fast-paced, high profile position.
- Have a high energy level, enthusiasm, and stamina. You will be working long days in a very public position.
- Have excellent communication skills. You will be in a front-line public relations position which requires you to present information to a variety of audiences in a variety of manners.
- Be dependable, reliable and fully committed to your job.

Responsibilities
A. Be prompt, positive, and prepared at all times.
B. Attend all Spring Semester Training Sessions. The sessions are a total of 5 hours in duration and take place every Thursday throughout Spring Semester. PLEASE NOTE: The workload is equivalent to a 4-credit course and requires extensive memorization and completion of weekly assignments.
C. Present information regarding academic expectations, university life, course enrollment, living on campus, and other transition topics to new students and parents.
D. Implement and lead small-group discussions.
E. Conduct tours of campus for our new students.
F. Participate in student panels and other presentations that address transition issues new students typically encounter.
G. Direct students to sessions
H. Monitor free time/evening activities for new students.
I. Be present on an assigned residence hall floor to assist students on an on-call basis when programs are in session
J. Perform other related responsibilities as assigned by the AOP Directing Staff.

Conditions of Employment
A. Participate in all sessions of the Spring Semester Training:
   - Thursdays from 5p.m.-10p.m., Feb. 15 through Apr. 26.
B. Participate in mandatory staff retreats on Sunday, February 25, Sunday, March 18, and Sunday, April 8. Staff retreats will be held in the afternoons, tentatively between 1p.m. and 5p.m.
C. Be fully available Friday, May 11 for Off-Term AOP.
D. Participate in the Intensive Training Program, conducted from Saturday, June 2 through Sunday, June 10.
E. Be fully available Monday, June 11 through Monday, July 23 for summer AOP programs on an on-call basis for the duration of EACH summer program:
   1. Programs are scheduled every day, Monday through Friday.
   2. One day programs for transfer students
   3. One & a half day programs for freshmen students
F. Participate in all activities of the Fall Academic Orientation Program and course enrollment for new students conducted Monday, August 22 through Sunday, August 26.
G. Reside in Case Hall during Summer AOP.
H. NO academic courses (including online classes) may be taken during either summer session.
I. NO additional jobs may be held during the summer while you are working for the Orientation Office, unless the job is approved by the Orientation Director.
J. Follow the Academic Orientation Program expectations and dress code at all times.

Remuneration
- Free room in Case Hall during Summer AOP (June 2-July 24).
- 3 meal accesses per day (including weekends) provided in a dining hall during the Summer AOP.
- $3,500 salary for attendance at ALL Spring Semester Training Sessions and for responsibilities fulfilled during the Summer and Fall AOPs.
- TOTAL REMUNERATION: Room and Board in Case Hall + $3,500 Salary.
JOB DESCRIPTION: Orientation Leader (OL)

Qualifications
Applicants must...
- Be fully enrolled as an undergraduate student at MSU for both Spring and Fall Semesters 2018.
- Have maturity and independent judgment. You will represent Michigan State University.
- Be an excellent team player. You will be a part of staff working in a fast-paced, high profile position.
- Have a high energy level, enthusiasm, and stamina. You will be working long days in a very public position.
- Have excellent communication skills. You will be in a front-line public relations position which requires you to present information to a variety of audiences in a variety of manners.
- Be dependable, reliable and fully committed to your job.

Responsibilities
A. Be prompt, positive, and prepared at all times.
B. Attend all Spring Semester Training Sessions. The sessions are a total of 5 hours in duration and take place every Thursday throughout Spring Semester. PLEASE NOTE: The workload is equivalent to a 4-credit course and requires extensive memorization and completion of weekly assignments.
C. Present information regarding academic expectations, university life, course enrollment, living on campus, and other transition topics to new students and parents.
D. Implement and lead small-group discussions.
E. Conduct tours of campus for our new students and parents.
F. Perform other related responsibilities as assigned by the AOP Directing Staff.

Conditions of Employment
A. Participate in all sessions of the Spring Semester Training:
   - Thursdays from 5p.m.-10p.m., Feb. 15 through Apr. 26.
B. Participate in mandatory staff retreats on Sunday, February 25, Sunday, March 18, and Sunday, April 8. Staff retreats will be held in the afternoons, tentatively between 1p.m. and 5p.m.
C. Be fully available Friday, May 11 for Off-Term AOP.
D. Participate in the Intensive Training Program, conducted from Saturday, June 2 through Sunday, June 10.
E. Be available Monday, June 11 through Monday, July 23 for summer AOP programs. Orientation Leaders must be available for both daily shifts, tentative times for 2018 below:
   1. Neighborhood Small Group from 9a.m. - 11:45am.
   2. Date with State Small Group 6:30p.m. - 9:30p.m.
F. Assume assigned responsibilities for EACH summer AOP program:
   1. Programs are scheduled every day, Monday through Friday.
   2. One day programs for transfer students
   3. One & a half day programs for freshmen students
G. Participate in all activities of the Fall Academic Orientation Program and course enrollment for new students conducted Monday, August 22 through Sunday, August 26.
H. Classes may be taken during the summer semester.
I. NO additional jobs may be held during the summer while you are working for the Orientation Office, unless the job is approved by the Orientation Director.
J. Follow the Academic Orientation Program expectations and dress code at all times.

Remuneration
- 1-2 meal accesses per day (Monday – Friday) provided in a dining hall during the Summer AOP
- $9.25/hour pay.
  o Please note the Orientation Leader position averages 20 hours per week during program dates.
  o Orientation Leaders have the option of assisting with student enrollment to work an additional average of 10 hours per week.

Note: Unlike the ROL & Office positions, Orientation Leaders must arrange for their own summer housing.
JOB DESCRIPTION: Office Staff (OS)

Qualifications
Applicants must...
- Be fully enrolled as an undergraduate student at MSU for both Spring and Fall Semesters 2018.
- Have maturity and independent judgment. You will represent Michigan State University.
- Be an excellent team player. You will be a part of staff working in a fast-paced, high profile position.
- Have a high energy level, enthusiasm, and stamina. You will be working long days in a very public position.
- Have excellent communication skills. You will be in a front-line public relations position which requires you to present information to a variety of audiences in a variety of manners.
- Be dependable, reliable and fully committed to your job.
- Have a current valid U.S. driver’s license.

Responsibilities
A. Be prompt, positive, and prepared at all times.
B. Attend all Orientation Spring Semester Training Sessions. The sessions are a total of 2 hours in duration and take place every Thursday throughout Spring Semester.
C. Attend Office Staff training sessions for 2 hours each week at an agreed upon time. This training time will be scheduled with applicants selected for this position.
D. Set up and pack up the AOP Office in June/July.
E. Maintain logistics and records throughout the program, such as student attendance and room assignments.
F. Perform various office-related tasks, including typing, copying, major changes, answering the phone.
G. Stock and monitor supplies and paperwork.
H. Compile program evaluations.
I. Assemble material for program check-in.
J. Use a university vehicle for errands/deliveries around campus and the surrounding area, as well as maintaining outdoor program signs.
K. Perform other related responsibilities as assigned by a Student Coordinator, the Assistant Directors or the Director of Orientation.

Conditions of Employment
A. Participate in all sessions of the Spring Semester Training:
   - Orientation staff training Thursdays from 5p.m.-7p.m., Feb. 15 through Apr. 26.
   - An additional 2 hours each week for Office Staff training at a time to be determined by selected staff members and the AOT Directing staff
B. Participate in mandatory staff retreats on Sunday, February 25, Sunday, March 18, and Sunday, April 8. Staff retreats will be held in the afternoons, tentatively between 1p.m. and 5p.m.
C. Be fully available Friday, May 11 for Off-Term AOP.
D. **Full-time, resident Office Staff must be fully available**:
   1. Saturday, June 2 through Sunday, June 10 for AOP office set up
   2. Monday, June 11 through Monday, July 23 for summer AOP programs
      - Programs are scheduled every day, Monday through Friday.
      - During the one-day programs for transfer students, each Office Staff member will be available on an on call basis, tentatively between the hours of 6am. and 7pm.
      - During the ½ day programs for freshmen students, each Office Staff member will be available on an on call basis, tentatively between the hours of 7a.m. and 7p.m.
   3. Tuesday, July 24 through Friday, July 27 for AOP pack-up
   4. Sunday, August 19 through Sunday, August 26 for the Fall Academic Orientation Programs
   5. **NO** academic courses (including online classes) may be taken during either summer session.
   6. **NO** additional jobs may be held during the summer while you are working for the Orientation Office, unless the job is approved by the Orientation Director.
E. **Part-time Office Staff members** must be:
   1. Available for all dates mentioned above in bullet D, with approximately 20 hours (or more) of availability per week
   2. Part-time Office Staff members may take summer courses and hold additional jobs (not to exceed 40 hours per week combined if on campus).
F. Follow the Academic Orientation Program expectations and dress code at all times.

Remuneration
- **Full-time Office Staff**: Free room in Case Hall + 3 meal accesses per day during Summer AOP (June 2-July 27) + a $3,500 salary for attendance at ALL Spring Semester Training Sessions and for responsibilities fulfilled during the Summer and Fall AOPs.
- **Part-time Office Staff**: 1-2 meal accesses per day (Monday-Friday) during Summer AOP (June 2-July 27) + $9.25/hour pay.

s:oas/op/studentcoordinators/recruitment/2018/AOP%20Student%20Job%20Descriptions%20and%20Timeline.sdp