Orientation Assistant – Academic Orientation and Transitions

Job Description

Students who work for AOP will have the opportunity to work in a fast-paced, high-profile, and public position in order to share their love of Michigan State University and give back through the service to new students and their families.

You Will Gain Experience In:
1. Leadership
2. Working in a Team
3. Communication Skills
4. Problem-Solving Skills
5. Strong Work Ethic
6. Interpersonal Skills

You Are:
- High Energy and Enthusiastic
- Mature and Able to Exercise Independent Judgement
- An Excellent Team Player
- Dependable, Reliable, and Committed

You Must Be:
- An undergraduate student at Michigan State University during Spring semester 2018 and Fall semester 2018
- Have full availability for the Summer Academic Orientation Programs – June 11 through July 23
- Be available Monday – Thursday from either 7:00 am – 12:00 pm (noon) or 1:15 pm – 5:15 pm
  - Some Friday shifts are required
  - We require the same time availability for each day during both summer sessions
- Have full availability for the Fall Academic Orientation Programs – August 20 through August 26
- In attendance and participate in all required training sessions
  - May 17, May 22, May 24, May 31, June 5, and June 7 from either 9:00 am – 11:30 am or 1:00 pm – 3:30 pm

You Can Be an Orientation Assistant By:
- Submitting a completed application to aop@msu.edu
  - Applications will be reviewed and some will advance to the interview phase.
  - Applicants will receive notification regarding this decision via email within a week of application submission.
- Participating in an Interview – Invitation Only
  - Applicants will be required to sign up for an interview in the Academic Orientation & Transitions Office.
  - Applicants will receive notification regarding the final position decision via email within a week of the scheduled interview date.

Benefits of Being an Orientation Assistant:
- $9.50 per hour; paychecks distributed bi-weekly
- Both Part-Time (one shift) AND Full-Time (two shifts) opportunities
- Full-Time staff who work two shifts get lunch on us!
You Could Be A Staff Member For Our:

- **Welcome Tent** (*Monday – Thursday 7:00 am – 12:00 pm*): Set up our AOP welcome tent, walk students from the Welcome Tent to South Neighborhood, answer new student and parent/family member questions, and give directions.

- **Parent Orientation Program Check-In** (*Monday – Thursday 7:30 am – 12:00 pm*): Assist with parent/family member check-in, give directions, pass out information bags, inventory materials and bags, and help out in our office.

- **Placement Testing Lab** (*Monday – Thursday 7:10 am – 12:00 pm*): Assist students with both foreign language and math placement testing and help out in our office.

- **Check-In & Check-Out Staff** (*Monday – Friday 7:10 am – 12:00 pm*): Check students in at the beginning of each new program, pass out information bags, provide instruction to new students; check students out at the end of each program, and collect student check-out forms and documentation.

- **Greeter Staff** (*Monday – Thursday 7:10 am – 12:15 pm*): Greet students and parents/family members, answer questions, provide directions to students and parents/family members, manage and direct traffic flow around South Neighborhood, help students navigate the AOP schedule, and assist students traveling to Brody for our STEP program.

- **Course Enrollment Labs** (*Monday – Thursday 1:15 pm – 5:15 pm*): Assist students through the course enrollment process, ensure that students are taking courses approved by their academic advisor, and provide guidance navigating the course enrollment system.