**2020 MSU ORIENTATION LEADERS**

Each semester MSU coordinates several Orientation sessions to welcome new students and parents. These sessions are essential to new students—helping them gain information about, and familiarize themselves with, many facets of the University. For each of the summer Orientation sessions, the Orientation Leaders will be responsible for four days and three evenings, which includes a Sunday training session. Fall and spring Orientation session have shorter time commitments. **The dates for all sessions are listed further down the page.**

We are very proud that the success of our Orientation Program is due in large part to the quality, ability, and dedication of Student Orientation Leaders. Trained in such areas as communication skills, leadership and presentation of factual information, paid Orientation Leaders work closely with new freshmen, transfers, and parents. They also develop a close working relationship with MSU administrators and faculty while assisting with academic advising and the registration process.

**Mission and Vision statements of Orientation/Class Registration:**

**Mission:** Orientation/Class Registration functions as a campus-wide effort to build the foundation for academic, personal, and extracurricular success throughout students’ college careers.

**Vision:** After attending Orientation/Class Registration, students will be confident in their own knowledge regarding the resources necessary to enroll, persist, and engage in the University.

Student Orientation Leaders should be knowledgeable about campus activities, campus life and various services offered by the University. **Each leader must accept the responsibility to attend the Orientation Leader class and to work all sessions, including the Sunday trainings.**

**REQUIREMENTS:**

All interested applicants must be:

1. of freshman through graduate standing in the fall of 2019.
2. in good academic standing (preferable grade point average of 2.5 or above).
3. interested in and able to work closely with others.
4. completely committed to all training and Orientation Program dates (See dates below).

**TRAINING:**

Orientation Leaders will participate in a training course spring semester, 2020. HLD 460, a two-credit class, meets twice a week, from 4:30 – 6:00 p.m. on Tuesdays and Thursdays, and is required of all leaders. A MANDATORY RETREAT, held from **5:00 p.m. Friday, January 24, 2020 to 12:00 p.m. Saturday, January 25, 2020,** is also part of the training process.

**ORIENTATION DATES AND PAYMENT:**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Session Dates</th>
<th>Payment</th>
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<tbody>
<tr>
<td>Monday-Wednesday, June 8 - 10, 2020 (Freshman).</td>
<td>Training on Sunday, June 7.</td>
<td><strong>$300 for session</strong></td>
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<tr>
<td>Monday-Wednesday, June 22 - 24, 2020 (Freshman).</td>
<td>Training on Sunday, June 21.</td>
<td><strong>$300 for session</strong></td>
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<tr>
<td>Monday-Wednesday, July 6 - 8, 2020 (Freshman).</td>
<td>Training on Sunday, July 5.</td>
<td><strong>$300 for session</strong></td>
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<tr>
<td>Tuesday-Friday, August 25 - 28, 2020 (Fall Freshman &amp; Transfer).</td>
<td>Training on Monday, August 20.</td>
<td><strong>$200 for session</strong></td>
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<tr>
<td>Monday-Tuesday, January 6 - 7, 2021 (Spring Freshman &amp; Transfer).</td>
<td>Training on Sunday, January 5.</td>
<td><strong>$70 for session</strong></td>
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**ADDITIONAL INFORMATION OPPORTUNITIES:**

There will be two Info Tables, and two Open House/Information Sessions, where current and former Orientation Leaders will be able to answer questions about this position and the Orientation Program:

**Info Tables:**

- Tuesday, October 29th, 11:00am – 1:00pm in the Union Market in the SUB
- Friday, November 1st, 11:00am – 1:00pm in the Union Market in the SUB

**Orientation Leader Open House/Information Sessions:**

- Wednesday, November 6th, 5:00pm in the Office of Admissions (SUB 201) Conference Room
- Wednesday, November 13th, 5:00pm in the Office of Admissions (SUB 201) Conference Room

**APPLICATION TIMELINE:**

- Applications will be available online at montana.edu/admissions/orientation/leaders beginning on Wednesday, October 30th.
- Applications must be submitted into the Office of Admissions (SUB 201) no later than Wednesday, November 27 at 5:00 p.m.
  - Upon submitting an application, students will sign up for a REQUIRED group interview on one of the following dates: Tuesday, December 3, Wednesday, December 4, or Thursday, December 5.
MSU ORIENTATION 2020
Student Orientation Leader Application

PLEASE TYPE OR PRINT IN INK

Name _______________________________ Student ID # _______________________
            (first)       (last)

Complete Local Address _______________________________________________________
     (street)       (city)       (zip)

Local Phone ________________ E-mail Address ______________________________________

Hometown, State ______________________________________________________________

Birthdate ________________ # of Semesters attended at MSU ________________

Current class level: Freshman Sophomore Junior Senior

Did you transfer to MSU? No _____ Yes ____ If yes, from where? __________________________

Do you have a declared major? ______ If so, what is it? ________________________________

Overall GPA ________________ GPA last term ________________

It is preferable for leaders to have a GPA above 2.5. Please sign here to give us permission to
verify your grades online.

______________________________
Signature

Do you plan to attend summer school? ______ Approx. # of credit hours? ____________

Anticipated Graduation Date: ________________ Plans after graduation: __________________

Circle all living situations you have experienced while attending MSU:

Residence Halls Fraternity/Sorority Apartment/House Living at Home

Our student leaders often advise students from curricula other than their own. What other areas are you familiar with?

_____________________________________________________________________________

Who or what created your interest in this position? _______________________________________

_____________________________________________________________________________ (over)
For the application process, please be sure to complete **ALL THREE** of the following requirements:

1. Please list below extracurricular activities, leadership experiences or training and/or work experiences in which you have participated that you feel are relevant to this job.

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<tr>
<th>Experience</th>
<th>Nature of Involvement</th>
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2. On a separate page, please do **one** of the following (A or B):

A. Describe your Orientation experience, either here or at another university you have attended. Discuss both the positive and negative aspects of that experience. For each negative experience, describe what you believe would have made it a better experience.

**OR**

B. If you have never attended a formal Orientation Program, please describe the components you feel would be important to include in a Freshman Orientation Program. Also discuss at least three things you believe could happen during an Orientation Program that would give new students a negative impression of the University.

3. Submit one letter of recommendation from reference (organization advisor, professor, work supervisor, RA, etc.) who can attest to your abilities either in a group experience (such as an organization or class) or in a working situation.

Please return your application and letter of recommendation **IN PERSON** to the Admissions Office, 201 SUB no later than 5:00 p.m. on **Wednesday, November 27, 2019**.

**INITIAL INTERVIEWS WILL BE ARRANGED WHEN YOU TURN IN YOUR APPLICATION.**