ORIENTATION 2014

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.

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 2013.
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.

TRAINING

Leaders will participate in a training course spring semester, 2014. HDCO 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, 2014 to 2:00 p.m. Saturday, January 25, 2014, is also part of the training process.

ORIENTATION DATES

Wednesday-Friday, August 20 - 22, 2014 (Fall Freshman & Transfer). Training on Tuesday, August 19.
Monday-Tuesday, January 11 - 12, 2015 (Spring Freshman & Transfer). Training on Sunday, January 10.

INFORMATION MEETINGS

There will be 4 information meetings to answer questions about this position and the Orientation Program.
   Wednesday, November 6 at 6:00 p.m. in SUB 236
   Tuesday, November 12 at 11:00 a.m. in SUB 232
   Tuesday, November 12 at 6:00 p.m. in SUB 232
   Wednesday, November 13 at 6:00 p.m. in SUB 236

APPLICATION DEADLINE

   Friday, November 15 by 5:00 p.m.
   Admissions Office, 201 SUB
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 the THREE 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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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 by 5:00 p.m., Friday, November 15, 2013.

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