2021 MSU ORIENTATION COORDINATORS

The MSU Orientation Staff will select two students to act as Student Coordinators for the 2021 Orientation Program. This position will require commitment and dedication above and beyond the Orientation Leader position. The goal of these positions is to develop a respect for and knowledge of student leadership and development through the enhancement of personal leadership skills, programming techniques and creativity. Each Orientation Leader Coordinator must accept the responsibility to attend the Orientation Leader class, office hours and to work all sessions, including the Sunday trainings.

REQUIRED QUALIFICATIONS

- 2.5 Cumulative GPA or Above
- Good standing with the University in academics and conduct
- Previous Office of Admissions experience
- Availability throughout Spring 2021 semester and Summer/Fall 2021 Orientation Sessions
- Undergraduate or graduate student standing

PREFERRED QUALIFICATIONS

- Enthusiasm for the Orientation Program and Orientation Leader experience
- Demonstrated initiative, creativity and organization
- Experience directing the work of others, especially the work of peers
- Ability to meet deadlines and work independently and within a team
- Ability to give and respond to positive and constructive feedback
- Ability to make decisions quickly, using past experiences, intuition and training
- Ability to positively interact with groups of people with different backgrounds, beliefs and experiences

TIME COMMITMENT

Spring 2021: Orientation Coordinators will guide Orientation Leaders as they progress through the HLD 460 training course in spring 2021 semester. This two-credit class, meets twice a week, from 4:30 – 6:00 p.m. on Tuesdays and Thursdays. This course will be offered in a blended format for the spring 2021 semester. In addition to class, Orientation Coordinators will be expected to attend weekly office hours.

Summer 2021: Orientation Coordinators will work various office hours throughout the summer. For each of the summer Orientation sessions, the Orientation Coordinators will be expected to work for four days and three evenings, which includes a Sunday training session. Please note that as a result of the COVID-19 pandemic, these dates are currently under review and may change.

- Sunday, June 13 – Training & Monday, June 14 – Wednesday, June 16 – Freshman Orientation
- Sunday, June 27 – Training & Monday, June 28 – Wednesday, June 30 – Freshman Orientation
- Sunday, July 18 – Training & Monday, July 19 – Wednesday, July 21 – Freshman Orientation
- Tuesday, August 24 – Training & Wednesday, August 25 – Friday, August 27 – Freshman & Transfer Orientation

PAYMENT

$ 800.00 Spring Semester - to be paid in monthly increments February 11 - May 11 ($200.00/month for four months)
$ 2,200.00 Summer - to be paid in monthly increments June 11 - September 11 (approximately $550.00/month for four months)

APPLICATION TIMELINE

To complete the application process please complete the application and sign-up for an interview time by Monday, October 26th at 12:00pm. The application is available at www.montana.edu/admissions/orientation/leaders.html. You may turn in your materials in-person at the Office of Admissions, SUB 201 (across from the coffee shop) and to sign-up for an interview time. If you are not on campus, you may email your materials to shannon.bangen@montana.edu and schedule an interview time by calling 406-994-2452.
First Name: __________________________   Last Name:________________________ Student ID: ________________

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, where from? ____________________________

Do you have a declared major? No  Yes  If so, what is it? ____________________________

Cumulative GPA: ____________    GPA last term: ____________    Signature: ________________________________

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

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

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

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COORDINATORS:

When were you hired to become an OLeader (check box): Spring 2020 _____ Spring 2019 _____ Spring 2018 _____

Please circle the top 3 motivating factors for being an Orientation Coordinator?

Because I have ideas for how to improve the program
To mentor and guide new Orientation Leaders
To learn more about campus practices, academic programs and resources
To help new students as they transition to college at MSU
Build community with other Orientation Leaders
I want to stick around Bozeman and it’s a summer job!
Improve communication, leadership and mentorship abilities