

# Student Orientation Assistant



## Who are SOA's, and what do they do?

Student Orientation Assistants, or SOA's, are a group of students that have a sincere interest in helping new students achieve a successful personal, social, and academic adjustment to the University. To help achieve this goal, SOA's help new students connect to the Tennessee Tech community by sharing traditions about TTU and the campus, answering questions about TTU and college life, introducing the new students to each other and to upperclassmen, and encouraging the new students to mix, mingle, and feel at home at TTU!

## What are the qualifications?

- Have a positive attitude toward the university & scholarship.
- Have great interpersonal skills!!!!!!
- Time to commit to the training schedule & Orientation events!
- Earned a cumulative QPA of 2.5 or better in college or 3.0 in high school if you are a freshman. (Note: Any SOA that falls below the required QPA will be dismissed)
- Students that are selected to serve as SOA's **CANNOT** take traditional on-campus summer classes!! (May-mester & online courses are acceptable as long as they do not conflict with summer orientation responsibilities.)

## What are the Benefits?

- S**ummer employment at a pay rate of \$7.50/hour (Training time and Retreat is not paid.)
- E**arly Registration
- C**ountless shirts designed by the Orientation Staffers!
- F**ree meals during SOAR sessions & Week of Welcome.
- S**kills in effective communication
- E**xtensive leadership experience
- C**opportunities for developing or enhancing professional relationships with administration, faculty, staff & students!

## What is the Time Commitment?

Orientation Retreat in January 2013

Training sessions, which will be held on Wednesday afternoons from 4:00-5:30PM, starting after Orientation Retreat. (Note: These sessions are mandatory! Work & class schedules should be adjusted to accommodate this time.)

SOAR Sessions in June, July, & August

Week of Welcome (Fall 2013)

Commitment?

If you have any questions, please contact the Office of Orientation and Student Success at (931) 372-3245, or email us at [soar@tnitech.edu](mailto:soar@tnitech.edu)



4. What do you feel are the three main challenges facing college students today? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Discuss three advantages of attending Tennessee Tech: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**INSTRUCTIONS:**

Please read each of the items below and place a checkmark beside to "Agree" to the responsibilities and requirements of a Student Orientation Assistant (SOA).

While serving as a Student Orientation Assistant will definitely be one of the most enjoyable and memorable experiences of your college career, it's important to know the obligations and ultimate responsibilities of being a part of the Orientation Team. For this reason we have provided a checklist of things you should be aware of when applying for an SOA position. Finally, sign your name in the appropriate area. By doing these things, we know that you fully understand and are willing to accept the responsibilities of being an SOA, if you are selected.

\_\_\_\_\_ I understand that my primary duty as an SOA is to help new students connect to the University by having a sincere interest in helping them achieve personal, social, and academic adjustment to the University.

\_\_\_\_\_ I understand that I am required to attend the Orientation Retreat in January.

\_\_\_\_\_ I understand that I must attend the weekly training sessions in the Spring Semester on Wednesday afternoons from 4:00-5:30. Furthermore, because these sessions are mandatory I understand my work/class schedules must be adjusted to accommodate this time.

\_\_\_\_\_ I understand that I will need to be available for ALL of the SOAR Sessions, and will be there unless an unforeseen emergency arises.

\_\_\_\_\_ I understand that I will be paid \$7.50/hour for working Orientation Events (i.e., SOAR, Week of Welcome, etc.) Furthermore, I understand that I will NOT be paid for training sessions or the Orientation Retreat.

\_\_\_\_\_ I understand that I will not be able to take traditional on-campus summer classes or any online/Maymester courses that will conflict with my responsibilities as an SOA.

\_\_\_\_\_ I understand that I will have to attend an Interview before finalization of the Application Process.

\_\_\_\_\_ I hereby give permission to Tennessee Tech University to release my academic records to the Office of Orientation and Student Success as part of my application for the position of Student Orientation Assistant.

I have read and understand the job description and time commitment of being a Student Orientation Assistant.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**DEADLINE FOR APPLICATIONS IS FRIDAY, SEPTEMBER 28<sup>TH</sup> AT 4:00 P.M.!**

# Expectations of a Student Orientation Assistant

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will do all that I can to help students make a connection to TTU, because I know my responsibility does not end after the last orientation activity.

will respect the dignity of all persons; therefore, I will modify my agenda to meet the special needs of the members of my orientation group including students with disabilities, students of color, non-traditional students, and all other populations.

will support my students' decisions to seek membership in any student organization recognized by the university regardless of my individual beliefs and bias.

will strive to protect the physical and emotional health and safety of everyone involved in the orientation process.

will encourage the development of Tech pride and promote a positive attitude toward TTU and the orientation program.

will strive to better myself as a leader through my involvement with the orientation program.

will act professionally.

will attend all orientation meetings, retreats, and workshops on time and with a great attitude. I know my team and new students are depending on me. I will put the responsibilities of orientation before the activities of other student organizations and extracurricular activities.

will not use my position as a member of the Orientation team to further my personal agenda or the interests of my student organizations.

will not pursue a romantic relationship with any member of my orientation group.

will neither use nor support the use of illegal drugs. I will neither misuse nor support the misuse of alcohol because I know that as an Orientation team member, I am a role model.

will make sure my group and I have fun!

By signing this I realize that I will be held accountable to these expectations by the rest of the Orientation team. If I fail to live up to these expectations, I realize that I may be asked to resign my position on the team and return all Orientation team supplies.

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Signature

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Date

**REFERENCE**  
**Student Orientation Assistant Applicant**

Student's Name \_\_\_\_\_ T# \_\_\_\_\_

The student above is applying to be a Student Orientation Assistant for the next year. We would appreciate your input on the student's performance as an *academic and social role model*. Please rate the above named student by circling the appropriate responses below.

	Poor	Below Average	Average	Above Average	Excellent	Not Observed
Class Attendance	1	2	3	4	5	?
Class Participation	1	2	3	4	5	?
Attitude toward scholarship	1	2	3	4	5	?
Completes assignments on time	1	2	3	4	5	?
Academic performance in class	1	2	3	4	5	?
Attitude toward the University	1	2	3	4	5	?
Acceptance of Responsibility	1	2	3	4	5	?
Leadership Ability	1	2	3	4	5	?
Communication Skills	1	2	3	4	5	?
Citizenship	1	2	3	4	5	?
Sensitivity to others	1	2	3	4	5	?

Additional Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Reference Printed Name

\_\_\_\_\_ Reference Title

\_\_\_\_\_ Reference Signature

**Please return to the Office of Orientation and Student Success in 339 Roaden University Center or Campus Mail Box 5086 by Friday, September 28, 2012**

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