

Returning

Student Orientation Assistant 2013 Application

**DUE Friday, Sept 28th by
4:00pm to RUC339**

What are the returning qualifications?

- Maintain your positive attitude toward the university & scholarship.
- Continue to support the goals of the Orientation and Student Success Office.
- Time to commit to the training schedule & all Orientation events.
- Serve as a mentor and leader to new SOAs.
- Have a cumulative QPA of 2.5 or better in college.
(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 are 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
- O**pportunities for developing or enhancing professional relationships with administration, faculty, staff & students!

What is the Time

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@tntech.edu

STUDENT ORIENTATION ASSISTANT INFORMATION FOR RETURNING CANDIDATES

Dear Returning Student Orientation Assistant,

Our office would like to take a moment and thank you for considering another year as a Student Orientation Assistant for Tennessee Tech University. As a returning SOA, you understand the value of this position and how it benefits our University. While reapplying does not guarantee a position on the 2012 Orientation Team, we know you have the skill set and traits to be a successful candidate again.

Being a returning SOA candidate can lead to another rewarding experience within the Orientation program. However, we ask you to please decide if this is in your best interest. If you would like determine the possibilities of you returning or if another year is right for you, please arrange a meeting with Dustin or Allen to discuss this matter.

All returning SOAs will be required to complete the attached application and return it to the Office of Orientation and Student Success by 4:00pm (CST) on Friday, September 28, 2012. When you submit your application, please sign up for one of the returning SOA interview times. Applications and interviews are **mandatory** for all returning SOAs.

Being a member of TTU's orientation team is a true honor and requires the dedication of SOAs like yourself to promote our University to new incoming students. This peer mentor position requires the best of the best and your previous service has not been forgotten. If you have any questions or concerns regarding your application, please stop by our office located in the Roaden University Center Room 339. We look forward to receiving your application for next year's orientation team and wish you the best of luck!

Sincerely,

Dustin Rawls
Director, Orientation and Student Success
drawls@tntech.edu
(931) 372-3245

Returning Student Orientation Assistant Application

APPLICATION INSTRUCTIONS:

Please *TYPE* your responses to the following questions using this online form. If you decide to print the form out and then fill in your answers, please still *TYPE* your answers but on a *SEPARATE SHEET OF PAPER*. Applications that are received with hand-written responses will not be considered by the Orientation Staff.

Name	_____	Campus Box #	_____
	First Middle Last		
Tech ID#	_____	Home Phone #	_____
		Cell Phone #	_____
Local Address	_____		
	Street & Number	City	State Zip
Class:	FR SO JN SN GRAD	Major	_____
		QPA	_____
(Please select your class standing)	TTU E-mail	_____	

INSTRUCTIONS:

Please answer the following questions to the best of your knowledge. Offer any suggestions or advice regarding your previous experience as an SOA.

1. Why are you interested in returning as an Student Orientation Assistant? _____

2. What is your most favorite memory from your previous year(s) as an SOA? _____

3. What would you contribute to a new Orientation Team? _____

4. What comments or suggestions do you have on improving the SOAR or Week of Welcome programs for the following year?

5. Discuss what you liked and disliked about being an SOA: _____

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).

As you already know, 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 remember the obligations and ultimate responsibilities of being 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 28TH AT 4:00 P.M.!

Expectations of a Student Orientation Assistant

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.

Signature

Date