

2012 STUDENT ORIENTATION STAFF

Job Announcement and Description

The University of Oregon's Student Orientation Staff (SOS) is comprised of a select group of fun, energetic, and reliable students who serve as official hosts to new students and their families during IntroDUCKtion sessions and Week of Welcome. Our primary goal is to introduce new students and their families to the resources that help create smooth transitions to the university. This includes mentoring new students, answering questions, leading students around campus, and assisting with academic advising and registration. SOSers work primarily during the month of July and one week during both June and September.

Position Responsibilities and Duties:

- ◆ Attend staff retreat and all training dates
- ◆ All SOSers must take, actively participate in, and pass a 3-credit FHS course during spring term 2012 (Only for SOSers)
- ◆ Participate in **all** IntroDUCKtion and Week of Welcome events when assigned
- ◆ Facilitate the entertainment program put on for students and their families during IntroDUCKtion
- ◆ Plan and facilitate events during Week of Welcome, September 19-23
- ◆ Additional duties as assigned
- ◆ Assist with International Student Orientation as needed

Qualifications:

- ◆ Undergraduate enrollment status through spring term 2012
- ◆ Students who are highly motivated, have strong leadership skills, are able to work effectively in a diverse setting, and work well with large groups of people

Compensation:

- ◆ 3 upper-division credits during spring term 2012
- ◆ \$9.80 an hour during the summer (Typical summer gross earnings exceed \$2,000)
- ◆ Great work experience and skill building

Orientation Program Commitments:

- ◆ IntroDUCKtion (**July 6, 8-9, 12-13, 15-16, 19-20, 22-23, 25, 26-27, 29-30, August 2-3**) *Each two-day session requires **overnight stays in the residence halls.**
- ◆ Week of Welcome/ International Student Orientation (**September 14-23**)

Summer Training:

- ◆ Recreation Day (**Tuesday, July 3**)
- ◆ All day IntroDUCKtion training (**Monday, July 2**)
- ◆ Staff Dinner (**Thursday, August 4**)
- ◆ All day Week of Welcome Training (**Thursday, September 13**)

Spring Training:

- ◆ SOS Retreat (**April 20-22**)
- ◆ Spring Term Class
FHS 407: Orientation Group Leadership; TR 4:00-5:20

Additional Mandatory Training:

- ◆ **Wednesday, June 27: 5:00-9:00 P.M.**
- ◆ **Thursday, June 28: 5:00-9:00 P.M.**
- ◆ **Friday, June 29: 5:00-8:30 P.M.**
- ◆ **Tuesday, July 3: 5:00-8:00 P.M.**
- ◆ **Thursday, July 5: 1:00-5:00 P.M.**

Applications and Interviews:

Completed applications must be submitted to Student Orientation Programs in Suite 119, Ford Alumni Center NO LATER THAN 5:00 P.M., FRIDAY, FEBRUARY 3, 2012.

Applicants will be screened and those most qualified will be asked to join a group interview tentatively scheduled for February 13 to 17, followed by an individual interview for top candidates tentatively scheduled for February 20 to 24. All candidates will be notified of status by March 12, 2012.

Questions regarding Student Orientation Staff positions may be directed to Student Orientation Programs at 346-1159.

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