

**Summer Orientation Staff 2010**  
Office of the Vice President for Student Affairs • 118 Gilchrist Hall • Mail Code 0010  
**Position Information and Application Materials**

The role of summer orientation staff (SOS) members is to welcome all new students and their families to the University of Northern Iowa. The 16 SOS members will provide information on university policies, procedures, and support services. They will help new students connect with each other, introduce students and families to campus culture, lead new students in the development of first semester class schedules, assist with registration, facilitate group discussion, organize social activities, and lead campus tours.

**Qualifications and Requirements**

- Currently enrolled UNI undergraduate student (must also be enrolled during the fall term following employment)
- Positive attitude regarding the university
- Ability to work effectively with groups and individuals from diverse backgrounds
- Openness to learning more about yourself, others, and UNI
- Strong communication skills
- Completed application materials by deadline with quality personal statement

**Primary Duties and Responsibilities**

- Participate in training program covering academic advising, campus and community resources, communication and leadership skills, and first-year student issues
- Assist in facilitating orientation programs for freshmen and new transfer students
- Serve as peer academic advisor to new students, and collaborate with professional advisors and other faculty and staff members from across campus
- Convey information to students and families about university policies and procedures, campus life, course offerings, registration, and other related topics
- Serve as a positive representative of the UNI community
- Participate in miscellaneous preparation and clean-up duties, including residence hall set-up and folder-stuffing
- Staff all aspects of orientation programs, including (but not limited to) check-in, parking duty, opening sessions, group advising, residence hall tours, evening social activities, registration, and evaluation meetings
- Assist with residence hall duties for orientation participants who stay overnight on campus, including check-in, check-out, and evening rounds

**Time Commitment**

- Full-time employment from Wednesday, May 20 through Tuesday, July 14, 2009.
- Staff may accept other employment on the weekends during the period of full-time employment, pending discussion with the SOS supervisor. Outside employment must not conflict with orientation responsibilities.
- Staff may not enroll in summer classes during the period of full-time employment.

**Compensation**

\$2,200 stipend, plus room and board from May 17 – July 13, 2010

**Application Process**

Step 1: Application forms with essay are due on Friday, November 6 by 3:00 p.m. See attached form for details.

Step 2: Applicants must attend one mandatory group interview. The choices are Monday, November 9, 2009 from 3:30 – 5:30 p.m. OR Tuesday, November 10, 2009 from 3:30 – 5:30 p.m. Group interviews will take place in West Towers Lounge, Towers Center. You will be sent a confirmation email on the evening on November 6 with your assigned group interview date and time.

Step 3: Individual interviews will begin on Friday, November 13, 2009. Selection of the student staff will be announced on Friday, November 20, 2009.

For additional information, contact Kristin Woods, Coordinator of New Student Programs, Office of the Vice President for Student Affairs, at 273-2815 or kristin.woods@uni.edu.

*The Division encourages applications from minority persons, women, persons with disabilities, and veterans. The University is an equal opportunity employer and educator with a comprehensive plan for affirmative action.*