

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 summer classes!!

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

Orientation Retreat in Crossville, TN (January 29-31, 2010)

Training sessions, which will be held on Wednesday afternoons from 4:00-5:30PM, starting February 3rd. (Note: These sessions are mandatory! Work & class schedules should be adjusted to accommodate this time.)

SOAR Sessions in June & July

Week of Welcome (Fall 2010)

Commitment?

If you have any questions, please contact the Orientation Office at 372-3245, or email us at soar@tntech.edu

Student Orientation Assistant Application

Please Type

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

Campus organizations in which you are active (Please indicate officer positions held):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

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.

1. What interests you about serving as a Student Orientation Assistant (SOA)? _____

2. What is your most positive memory about your first semester? _____

3. What would you contribute to the Orientation Team? _____

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

5. Discuss three advantages of attending Tennessee Tech: _____

List the names and titles of the two faculty or staff members who will be submitting reference forms regarding your qualifications for this position:

1. _____

2. _____

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. Please read over each item listed below and place a check mark beside each item. 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 on January 29-31, 2010.

_____ 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 summer classes while serving as an SOA.

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

I have read and understand the job description and time commitment of being a Student Orientation Assistant. I give you permission to check my academic and disciplinary standings to verify that I am qualified to serve as an SOA.

Signature

Date

DEADLINE FOR APPLICATIONS IS FRIDAY, OCTOBER 2nd 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.

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

REFERENCE
Student Orientation Assistant Applicant

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

_____ Printed Name

_____ Title

_____ Signature

**Please return to the Office of Orientation Services in 339 Roaden University Center or
Campus Mail Box 5086 by Friday October 2nd, 2009**

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