

APPLICATION

2017 Orientation Support Staff



Description:

The Orientation Office is looking for twelve (12) highly motivated and cooperative undergraduate students to be invaluable members of the Tufts University's Orientation team. An Orientation Support Staff (OSS) member works along side the student Orientation Coordinators to ensure that every part of Orientation runs smoothly. From prepping materials for the incoming class, to transporting materials, to facilitating events, OSS is present for the entirety of Orientation. **This is a paid position.**

Qualifications:

Orientation Support Staffers must be rising sophomores, juniors, or seniors (graduate students are considered on a case by case basis) who are in good standing with Tufts University, in matters of academic record and student discipline. Each OSS member should be a team player and be willing to put in lots of hard work towards making Orientation successful. **Staffers must be available to return to campus and begin work starting on Monday August 28, 2017 and be available throughout the week of Orientation (includes Labor Day).** OSS applicants cannot be staff of Residential Life, or be participating in any other Orientation early arrival training or activity.

Responsibilities:

Working as part of the Orientation Support Staff team responsibilities include, but are not limited to:

- ❖ Helping to assemble all materials for Orientation – gift bags, academic packets, introductory packets for residence hall arrivals, etc.
- ❖ Transporting materials to designated locations. |
- ❖ Assisting in managing all parts of various events.
- ❖ Setting up and breaking down events.
- ❖ Assisting faculty or staff at various events.
- ❖ Coordinating Orientation staff at specific events.
- ❖ Manning the Orientation hotline throughout Orientation in shifts.
- ❖ Completing tasks as assigned by the Orientation Coordinators and other staff members in Campus Life or Undergraduate Orientation.
- ❖ Acting as a representative of Tufts University to incoming students, parents and families.

Note: OSS members may be required to lift and transport moderately heavy objects.

Compensation

OSS members will be paid \$11.00/ hour and are permitted to move into residential housing (if they live on campus) early. OSS members are also provided with a T-Shirt they are expected to wear throughout the course of their duties. OSS members are provided meals on campus during working shifts.

Application Procedures

Please include the following information in an e-mail and forward it to the following e-mail address...orientation@tufts.edu with “OSS” in the Subject Line.

Applications Due by 5 pm on Monday April 24, 2017.

NAME:

STUDENT ID #

LOCAL ADDRESS:

CLASS YEAR:

MAJOR:

CURRENT GPA:

PHONE:

TUFTS E-MAIL:

Were you: An Orientation Leader? _____ If yes, when? _____
 Support Staffer _____ If yes, when? _____

Please include a statement of interest (no more than one page) telling us why you are interested in this position, what experiences you have that would help in this position and why we should consider you for this position.

Applications should be e-mailed to: orientation@tufts.edu with “OSS” in the subject line or returned to Joe at the Campus Life Office in the Campus Center.

Applications due by 5 pm on Monday April 24, 2017.

Questions? Email orientation@tufts.edu.