

ORIENTATION ASSISTANT APPLICANTS GENERAL INFORMATION

The Office of Student Affairs at Fort Hays State University seeks outstanding students to work with new freshman and transfer students during Spring/Summer Tiger Pre-Enrollment and New Student Orientation in the fall. The University will hold four Tiger Freshman Pre-Enrollment sessions and eight Tiger Transfer Pre-Enrollment sessions for new students who will be enrolling on campus for the fall 2012 semester.

FRESHMAN ORIENTATION ASSISTANTS

The dates and times for Tiger Freshman Pre-Enrollment are as follows:

DATES	<i>Tiger Pre-Enrollment</i>		TIMES	<i>Times</i>	
	April 21	(Saturday)		8:00 a.m. to 1:00 p.m.	
	April 28	(Saturday)		8:00 a.m. to 1:00 p.m.	
	April 30	(Monday)		12:00 noon to 5:00 p.m.	
	June 4	(Monday)		8:00 a.m. to 1:00 p.m.	
	<i>Orientation</i>			<i>Approximate Time</i>	
	August 17	(Friday)		8:00 a.m. to 1:00 p.m.	

Freshman Orientation Assistants:

1. Help new students become familiar with the campus and resources.
2. Create a fun & welcoming atmosphere.
3. Assist in the Tiger Enroll process.
4. Answer questions & share a great attitude.

Criteria for selection of Freshman Orientation Assistants:

1. Department/faculty recommendation.
2. Grade point average (minimum 2.5 cumulative GPA required). **MUST** have attended at least 2 consecutive semesters on the campus of FHSU, including the Spring 2012 semester.
3. Returning student who has demonstrated good academic ability, communication skills, and interest in working with new students.
4. **MUST** attend **ALL** training sessions. There will be two (2) sessions which will take place in the **Memorial Union, on April 3 (Tuesday) from 6 to 9 p.m. in the Stouffer Lounge, and April 4 (Wednesday) from 4:30 to 6:30 p.m. in the FHSU Ballroom. Returning OAs must attend both trainings.**
5. **MUST** work the four (4) Tiger Freshman Pre-Enrollment sessions during the designated times listed above. It should be understood that each orientation assistant must notify his/her instructors that they will miss classes on Monday, April 30. Assistants are expected to make up the course work they miss due to any Tiger Freshman Pre-Enrollment activities.
6. **MUST** work New Student Orientation activities (Friday, August 17, 8 a.m. to 3:30 p.m.).
7. Will be asked to be a part of the Tiger Impact Weekend. Tiger Impact Weekend is August 18 & 19 and involves workshops and events for new students to acquaint them with the FHSU community.

In return, Freshman Orientation Assistants will receive:

- ❖ A great leadership experience!
- ❖ Tiger t-shirts
- ❖ Friendships & leadership training to last a lifetime!
- ❖ A \$250 stipend, paid after New Student Orientation in August.

TRANSFER ORIENTATION ASSISTANTS

The dates and times for Tiger Transfer Pre-Enrollment are as follows:

DATES		Times:
April 23 (Monday)	Morning session	9am-1pm
	Afternoon session	11:45am-4pm
April 24 (Tuesday)	Morning session	9am-1pm
	Afternoon session	11:45-4pm
June 11 (Monday)	Morning session	9am-1pm
	Afternoon session	11:45-4pm
June 12 (Tuesday)	Morning session	9am-1pm
	Afternoon session	11:45am-4pm

Transfer Orientation Assistants:

1. Work with all majors; not limited to a specific major and/or academic department.
2. Inform transfer students of university policies and procedures while reviewing the materials in the transfer student packet.
3. Answer transfer student questions in a knowledgeable and efficient manner.

Criteria for selection of Transfer Orientation Assistants:

1. Department/faculty recommendation.
2. Grade point average (minimum 2.5 cumulative GPA required). **MUST** have attended at least 2 consecutive semesters on the campus of FHSU, including the Spring 2012 semester.
3. Returning student who has demonstrated good academic ability, communication skills, and interest in working with new students.
4. **MUST** attend one (1), hour-long training session scheduled **immediately following the Tuesday, April 3, Freshman Orientation Assistant training session in the Stouffer Lounge, Memorial Union.**
5. **Transfer OAs will receive \$35 for each Tiger Transfer Pre-Enrollment session worked (approximately 4 hours per session).**
6. **MUST** attend New Student Orientation activities (Friday, August 17).

In return, Transfer Orientation Assistants will receive the following:

- ❖ A great leadership experience!
- ❖ A cash stipend, based on the number of sessions worked, payable after New Student Orientation in August.

HOW TO APPLY

Applicants may apply for any one or more of these positions by filling out an application form. Application forms may be obtained from the Office of Student Affairs, Sheridan Hall 208. When applications are returned, an appointment for an interview will be made. Interview dates are February 21 – 28. **Application deadline is February 20, 2012.**

Questions about the orientation assistant program may be directed to Shana Meyer or Rachel Brinley via phone, 628-5824, or via email, slmeyer@fhsu.edu or rbrinley@fhsu.edu.