

The College at Brockport Orientation Student Advisor (OSA) 2012 Job Description & Application Guidelines

What is an OSA?

- OSAs play a vital role in helping new students and their families adjust to our campus and community by creating a welcoming and informative environment.
- OSAs are resources for students and their parents for information about academic policies and programs, social organizations, campus life and curricular/co-curricular activities.
- OSAs assist with orientation events by leading discussion groups and answering questions from incoming students and their families.
- OSAs are representatives of The College at Brockport during Summer Orientation, who assist with the implementation of the program from **June 17-July 14**, and assist in the preparation of all activities and materials. They are present for **all** training and preparatory sessions.

Job Description and Responsibilities

- Serve as a peer advisor for new students.
- Participate in OSA training regarding college policies, educational requirements and services; participate in teambuilding and leadership development.
- Assist with general administrative preparations as needed.
- Facilitate large and small group discussions about campus life, academics and degree requirements.
- Help new students and their guests feel comfortable by being responsive to and aware of their needs and concerns.
- Supervise Orientation attendees in the residence halls at all times during their visit.
- Assist new students with the registration and scheduling process.

Qualifications for Consideration

Preference will be given to candidates who meet the following preferred qualifications:

- Brockport student who will be matriculated at Brockport in the **fall of 2012**.
- In good disciplinary and academic standing (minimum cumulative GPA of 2.5).
- Involved in co-curricular activities.
- Possess the ability to be hard-working, flexible and have a sense of humor.
- Exhibit excellent communication skills and leadership capabilities.
- Ability and desire to work with students, faculty and staff.
- Have a strong commitment to The College at Brockport and the philosophy behind the OSA position.
- Have a positive, motivated attitude.

Time Commitment and Expectations

- Commitment for the entire Orientation period: **June 17-July 14** (including all training and preparatory activities, as well as all five sessions).
- Will not enroll in courses or hold additional employment between **June 17-July 14, 2012**.
- All OSAs will stay in a residence hall with incoming students and guests.
- Maintain a positive attitude toward The College at Brockport, college policies, professors, administrators, etc.

Compensation

- \$1,500 (pre-tax) compensation for the four week summer program and one meeting in the spring semester.
- A double room on campus (to be shared with another OSA).
- Meals during each Orientation session (dinner, breakfast & lunch), plus \$150 meal stipend (added to your Easy Money account, in addition to the salary – this is NOT intended to last the duration of the program, nor is the First-year Experience office responsible for providing you with food on days off or during training).

Application Procedures

- Please submit a completed application and have two OSA Recommendation forms sent to the First Year Experience office by **Friday, February 10, 2012 at 4:00 p.m.**
- Candidates selected for a *group* interview will be notified via e-mail in their Brockport account by **Friday, February 17th**.
- Finalists will be selected for an *individual* interview. We will notify those candidates via e-mail by **Monday, February 27th**.
- Final candidates will be chosen and notified via e-mail by Friday, **March 9th**.

ORIENTATION STUDENT ADVISOR APPLICATION, SUMMER 2012

Part One: General Information & Recommendations

Name: _____ Banner ID: _____

E-mail: _____ Cell Phone # _____

Campus/Local Address: _____

Home (summer) Address: _____

Major(s)/Certification(s): _____ Minor(s): _____

Class year in fall 2012: _____ Current Cumulative GPA: _____

Are you a transfer student? _____ If so, from what institution? _____

Please list any clubs, organizations, jobs or activities you have been involved in outside of the classroom as a Brockport student:

***** Recommendations *****

Please list the names and titles of two faculty or professional staff members (not undergraduate students) who will be submitting recommendation forms regarding your qualifications for this position. Please provide these individuals with the attached recommendation forms and inform them of the **Friday, February 10th, 4 p.m.** application deadline. Your application will not be considered complete without these two references.

Name: _____ Title: _____

Phone: _____ How do you know this person? _____

Name: _____ Title: _____

Phone: _____ How do you know this person? _____

Part Two: Essay Questions – please answer all to the best of your ability.

1. What interests you about the OSA position the most?
2. What was your most memorable experience at Brockport as an incoming and/or new student? What did you learn from that experience, and how would you relate that to new students and their family members?
3. What types of leadership and/or organizational skills do you possess? How do you think these skills could be used in the OSA position?
4. Describe any experience you have had in relating with people who may be different from you (differences can include cultural, racial/ethnic, age, beliefs, etc.).
5. What does teamwork mean to you, and how have you been able to work successfully in a team environment?

Agreement and Verification of Information:

I have read and understand the Orientation Student Advisor position description and responsibilities. I further understand that I may **NOT** enroll in any summer courses nor commit to any other employment that will take place **June 17-July 14, 2012**. I affirm that the information which I have provided on this application form and all other application materials for the position of Orientation Student Advisor are complete, accurate, and true to the best of my knowledge. I give First Year Experience office permission to check my academic and disciplinary standing.

Signature: _____ Date: _____

For future reference, how did you hear about this position?

**Please return this form to the First-year Experience office in C5 Cooper Hall
no later than Friday, February 10th at 4 p.m.**

If you have any questions, please contact Andrea Newman, Coordinator of the First-year Experience at 585-395-5435 or anewman@brockport.edu

2012 SUMMER ORIENTATION STUDENT ADVISOR (OSA) RECOMMENDATION FORM # 1

Name of applicant: _____

I waive my right to view this form

I do not waive my right to view this form

Applicant Signature: _____ Date: _____

To the Evaluator: The student listed above is applying for the position of Orientation Student Advisor for the 2012 Summer Orientation. If chosen, this student will help new students and their families learn about and acclimate to The College at Brockport. OSAs serve as a resource, reference, and role model for student concerns related to academic procedures, college policies, and social adjustment. They also interact a great deal with the families of our incoming students. Please comment on the capabilities of this individual based on your interactions. Thank you for your assistance in our selection process. (Please use the back of this sheet if necessary or attach a letter of reference.)

Name of Reference: _____ Phone Number: _____

Position/Title: _____ E-Mail: _____

How long have you known the applicant? _____ In what capacity? _____

Please identify the level at which the applicant has performed the qualities listed below according to the scale provided:

Skill	Excellent	Good	Average	Fair	Poor	No basis for judgment
Communication Skills						
Reliability/Responsibility						
Self-Confidence						
Adaptability/Flexibility						
Maturity						
Leadership Potential						
Attitude						
Cooperation with Others						
Receptive to Differences						

Please list those personal characteristics you believe this candidate possesses that would be beneficial to the Orientation program.

Please list any personal characteristics you believe may deter this candidate from being a successful OSA.

If necessary, please provide any additional information on the applicant's abilities and potential to succeed in this position below or on a separate sheet.

Based on your knowledge of the applicant, as well as the type of position for which s/he is applying, please indicate your overall recommendation of how this person will function in this position:

Recommend Highly Recommend Recommend with Reservations Not Recommend

Signature: _____ Date: _____

Please return this Recommendation Form to the First Year Experience Office in C5 Cooper Hall by Friday, February 10th at 4 p.m. If you have any questions about this position please contact Andrea Newman, Coordinator of the First Year Experience at 395-5435 or anewman@brockport.edu.

2012 SUMMER ORIENTATION STUDENT ADVISOR (OSA) RECOMMENDATION FORM # 2

Name of applicant: _____

I waive my right to view this form

I do not waive my right to view this form

Applicant Signature: _____ Date: _____

To the Evaluator: The student listed above is applying for the position of Orientation Student Advisor for the 2012 Summer Orientation. If chosen, this student will help new students and their families learn about and acclimate to The College at Brockport. OSAs serve as a resource, reference, and role model for student concerns related to academic procedures, college policies, and social adjustment. They also interact a great deal with the families of our incoming students. Please comment on the capabilities of this individual based on your interactions. Thank you for your assistance in our selection process. (Please use the back of this sheet if necessary or attach a letter of reference.)

Name of Reference: _____ Phone Number: _____

Position/Title: _____ E-Mail: _____

How long have you known the applicant? _____ In what capacity? _____

Please identify the level at which the applicant has performed the qualities listed below according to the scale provided:

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Please list those personal characteristics you believe this candidate possesses that would be beneficial to the Orientation program.

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If necessary, please provide any additional information on the applicant's abilities and potential to succeed in this position below or on a separate sheet.

Based on your knowledge of the applicant, as well as the type of position for which s/he is applying, please indicate your overall recommendation of how this person will function in this position:

Recommend Highly Recommend Recommend with Reservations Not Recommend

Signature: _____ Date: _____

Please return this Recommendation Form to the First Year Experience Office in C5 Cooper Hall by Friday, February 10th at 4 p.m. If you have any questions about this position please contact Andrea Newman, Coordinator of the First Year Experience at 395-5435 or anewman@brockport.edu.