

New Student Orientation 2020

Office of Student Activities, Involvement, and Leadership

Office Assistant

Application Materials

Positions Available

- Four (4) Office Assistants

Reports To/Supervision Provided

- Reports to: New Student Orientation Coordinator
- Reports to: Assistant Coordinator of Office Operations

Application Timeline

- **Applications Due:** Tuesday, March 3rd by 12PM
- **Individual Interview Notices:** Thursday, March 5th
- **Individual Interviews:** Monday, March 16th – Thursday, March 26th
- **Hiring Decision Letters:** Tuesday, March 31st
- **Work Agreement Due:** Tuesday, April 7th at 5:00pm

Application/Interview Materials Required

- Attached Application
- Cover Letter that addresses the question on the application form
- Contact information for one (1) reference
- **Individual Interviews:**
 - Candidates will meet with a professional staff member

Position Requirements

- **MUST** be a current full-time undergraduate student at Westfield State University
- **MUST** have a semester and cumulative GPA of 2.5 or higher for Fall-19/Spring-20 semesters
- **MUST** reside in on-campus housing assignment for duration of Orientation program (mid-May thru June)
- **MUST NOT** be on academic probation
- **MUST NOT** have an active judicial file; active meaning 1-calendar year from date of infraction

Position Summary

The Office Assistant team for New Student Orientation is one of the most important and hardworking groups on the Westfield State University campus. Each member of the Office Assistant team is dedicated to supporting the New Student Orientation staff and its mission to welcome incoming students to campus. During the program, the Office Assistants work primarily in the office, handling the various logistical demands of the New Student Orientation program.

Along with the Coordinator and Assistant Coordinators, the Office Assistants work to ensure a smooth and successful program for our students and Champions. The Office Assistant serves as a liaison between the New Student Orientation guests and the Assistant Coordinators while providing assistance to the student members of the team. The Office Assistant will have thorough knowledge of all aspects of the program, not just their responsibilities.

Position Responsibilities

Office Assistants are responsible for the following:

- **Leadership & Role Modeling**
 - Working as a cohesive team member for New Student Orientation
 - Acting as a positive representative of Westfield State & New Student Orientation
 - Maintain an open and professional relationship with students and champions
 - Understanding, following, and enforcing University policies and Local, State and National regulations
- **Training, Teambuilding, and Program Preparation**
 - Attending Spring Kick-Off Meeting
 - Attending Office Assistant trainings
 - Serving as project managers for logistical tasks as assigned
 - Preparing supplies for the orientation team
 - Assisting with other relevant administrative duties as assigned
- **Orientation Program**
 - Managing the everyday operations of the New Student Orientation Office
 - Answering phone calls and emails in a professional and timely manner
 - Providing administrative support in the Orientation Office during training and through the conclusion of the program, including preparation of Orientation materials and general office tasks
 - Assisting with Coordination of registration and check-in
- **Office Assistant may perform other relevant duties as assigned**

Required Contract Dates

- **Spring Kick Off:** Monday, April 15th 10am-4pm (lunch provided)
- **OA Move-In Day:** Sunday, May 17th
- **OA Training:** Monday, May 18th - Wednesday, May 20th
- **Orientation Office Coverage:**
 - Thursday, May 21st - Tuesday, June 30th
 - Monday – Friday (except for June 14th)
- **Orientation Banquet:** June 27th

Position Compensation

- **June Program**
 - \$12.75/hour + overtime (as applicable)
 - Partial meal plan, housing, staff outings/trips, plus uniform polos & other fun items provided at no cost

If you have questions, concerns, or require accommodations for your interview, please reach out to us at:

nso@westfield.ma.edu or 413.572.5619

New Student Orientation 2020

Office of Student Activities, Involvement, and Leadership

Office Assistant Application

Name: _____
Email Address: _____ Phone Number: _____
Local Address: _____ (Hall/Apt & Room or Street)
_____ (City, State, Zip)

Current Class Standing: FY SO JR SR Expected Graduation Month/Year: _____
Major(s): _____ Minor(s): _____
Current Cumulative GPA: _____ Fall 2019 Semester GPA _____

Please provide a Cover Letter addressing the following questions:

1. Why are you interested in being an Office Assistant?
2. Why should you be considered for this position in the Westfield State University New Student Orientation Program?
3. What do you view as the major roles of the Office Assistant position? What experiences do you have that will help you with these roles?
- 4.

References : Please provide Contact information of someone who can be a reference for you.

Name: _____
Email Address: _____ Phone Number: _____

I certify that the information I have provided on this application is accurate and complete. I also understand that the Office of Student Activities, Involvement, and Leadership will verify my judicial and academic standing to ensure that I meet the minimum requirements for a staff position and may choose to discuss my candidacy with other appropriate University officials as a means to further determine my suitability as a staff member. By signing below I acknowledge receipt of this notice, give permission for such checks and understand that failing to meet the requirements will remove me from the application process.

Signature: _____ Date: _____

**PLEASE RETURN THIS APPLICATION FORM AND OTHER MATERIALS TO
Matt Dellea, Coordinator NO LATER THAN MARCH 3rd at 12pm**