Paid Orientation Field Experience Opportunity: Program Assistant

The Office of Student Transitions (OST) seeks an individual to assist the program manager and program staff with summer Orientation as the program assistant. The academic journey begins with New Student Orientation which is required for all incoming students (transfer, beginner and early middle college) starting in summer or fall semesters of 2022. Orientation is the most efficient and effective way for students to become more comfortable with the transition from high school or a transfer from another institution. All Orientation sessions are held in-person on the main campus of Western Michigan University.

During orientation, students will learn more about the many programs and services available at WMU. This includes social and engagement opportunities, making connections with other students, touring campus and meeting with an academic advisor to select courses. Parents and families are also invited to participate in programming curated especially for them.

The Orientation field experience will fulfill the 300-hour requirement for the Higher Education and Student Affairs program at WMU. However, other interested candidates are encouraged to apply. The program assistant will live in the residence hall with Orientation Student Leaders (OSLs) and Assistant Program Managers (APMs) in May and June, help facilitate Orientation Student Leader training in May, and oversee implementation of New Student Orientation and Parent/Family sessions in June.

Preference will be given to a graduate student in good standing with WMU.

REQUIREMENTS:
- Able to stay in the Eichler/LeFevre residence halls for the months of May/June
- Enforce residence hall policies and practices
- Assist with the supervision of student program staff
- Work with campus partners to ensure successful implementation of OSL training and Orientation sessions
- Oversee logistical coordination of Parent/Family Orientation sessions
- Assist with Residence Hall check-in process at Orientation two-day sessions
- Attend and help facilitate OSL training in May
- Supervise evening activities on Day 1 of Orientation sessions
- Attend daily staff meetings
- Willing to work outside traditional business hours, with late nights during two-day sessions in June
- Complete a final evaluation of assistantship experience

TIMELINE:
- Applications due: March 25, 5 p.m.
- Interviews: March 28 – April 1
- Position offered by April 8
- Pre-Orientation meetings with staff (virtual is an option): April 18 – 29 (paid at hourly wage)
- Must be available in-person beginning May 1; move into residence halls
- Orientation Leader Training, May 2 – June 1
- Honors Orientation sessions: May 9, 16, 23
- Transfer Orientation session: May 20
- Two-day Orientation sessions: June 2 – July 1 (all sessions run Monday-Tuesday and Thursday-Friday)
- Position ends: July 1 with wrap-up meeting and debriefing session in July, TBD
- Time off: Weekends and Wednesdays in June

COMPENSATION:
- Room and Board for the months of May and June (suite in Eicher/LeFevre and Meal Plan)
- $12.00 per hour, approximately 40 hours/week, May and June
  - Full-time benefits are not included; tuition reimbursement/expenses are not included
- WMU attire
APPLICATION:

Send resume, cover letter, and three references to:

Steve Miller, Program Manager
Office of Student Transitions
Email: steve.miller@wmich.edu
Phone: (269) 387-0741

Deadline to apply: March 25, 5 p.m.