Office of Student Life

***Welcome Week Assistant***

The Office of Student Life is hiring students to help with this Fall's Welcome Week programming. As a Welcome Week Assistant, students will play an integral role in welcoming new OSU-Cascades students to campus and guiding them through Welcome Week in an enthusiastic and professional manner. This position has a required two-day training prior to Welcome Week and is expected to be fully available throughout Welcome Week, scheduled for Sunday, September 16th-Wednesday, September 19th, 2018.

**Dates of Employment:**

* September 10th, 2018 – September 20th, 2018
* 20 hrs/wk during the week prior to Welcome Week
* 20 hrs/wk during Welcome Week

**Responsibilities:**

* Create connections with new first-time first-year students and provide support for them throughout their first days at OSU-Cascades
* Support campus-wide events and activities during Welcome Week
* Lead discussions and act as a mentor for a group of 10-12 new students
* Act as a positive role model for incoming students
* Provide outstanding customer service to new students and their families
* Other duties as assigned

**Minimum Requirements:**

* Must have completed at least one year at OSU-Cascades.
* Must be enrolled in at least six (6) credits at OSU-Cascades for Fall 2018 term.
* Must have a cumulative GPA of 2.5 or higher.
* Must have a clear judicial record

**Desired Qualifications:**

* Able to complete work in an accurate and timely manner with autonomy
* Possess strong interpersonal communication skills
* Organized and detail oriented
* Motivated, energetic, friendly and able to maintain a positive attitude, especially in stressful situations

**To Apply:**

Send the following to [megan.jung@osucascades.edu](mailto:megan.jung@osucascades.edu)

* Resume
* Personal statement