



International Orientation Student Leader 2012/13

The Office of International Studies at MSU Billings has the privilege of welcoming new international students to our campus six times a year during our International Orientation. Student Leaders are needed to greet and welcome our new students and help them settle into American university life. These Student Leaders will be called upon to help plan Orientation events as well as help our new students in any ways needed during each of the orientation weeks.

Dates of Employment

Every Student Leader will be employed during training events and orientation weeks for the entire 2012-13 school year.

Time Commitments and Responsibilities

- All Student Leaders will be *required* to attend the Student Leader **Training Retreat August 24-26, 2012.**
- The dates for the 2012-13 Orientations are:
 - **August 27-September 4** (before Fall Semester begins)- ALL Student Leaders are required to work this week.
 - **October 15-19**
 - **December 31-January 4** (during Winter Break)
 - **March 4-8** (during Spring Break)
 - **May 6-10** (during Summer Break)
- All student leaders must commit to participating in 4 of the 5 Orientations. One of those commitments must be the August/September Orientation.
- Hours during Orientation will range anywhere from 8 to 10 hours a day, depending upon the events and the needs of incoming students.
- Student Leaders will also be involved in the planning and implementation of events for on-duty weeks.

Qualifications

- Possess excitement and pride for Montana State University, the Office of International Studies, and the international student population on campus.
- Strong desire and interest to help new students make a positive transition to MSUB; willingness to serve them in any ways they may or may not communicate.
- Exhibit leadership potential and a commitment to the mission of Orientation, MSUB, and the Office of International Studies.
- Strong interpersonal skills and the ability to work with a diverse group of people.
- Full commitment to participate in the entire Orientation program and trainings.
- Possess a positive attitude and a strong work ethic.
- Ability to work without direct supervision and use good judgment to make decisions.
- Willingness to learn and implement any policies, procedures or events associated with Orientation and MSUB.
- Maintain full-time student status with a minimum of 2.50 GPA.

Ideal Skills and Abilities

- Maintain a high level of energy and enthusiasm when working long days.
- Creativity in ideas that could be planned for the WOW events.
- Be an effective and clear communicator with peers, new students, and MSUB staff.
- Be comfortable facilitating small and large group discussions and activities.
- A valid US Drivers License and a clean driving history.
- Knowledge of the Billings area, or the willingness to learn it.

Compensation:

Each Student Leader will be compensated a **flat \$150.00 for each *entire* week** they participate. This flat rate includes all hours they participate in planning the week as well as the hours they participate in the events. They will also be able to live in the MSUB Residence Halls for free during all training events and weeks that occur when classes are not in session (before or after the semester begins). *Participating in partial orientations may not be able to receive the compensation.*

Montana State University Billings
Week of Welcome Student Leader Application

Name _____ Student ID# _____

Local Address _____
(street) (city) (zip)

Phone _____ Email Address _____

Hometown, State _____

Birth Date _____ Current class level: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior

Major _____ Expected Graduation Date _____

Plans after graduation _____

Overall GPA _____ GPA last term _____ Do you plan to attend summer school? _____

Circle all living situations you have experienced while attending MSU Billings:

☐ Residence Halls ☐ Apartment/House ☐ Living at Home

All applicants please respond to the following questions. Your responses should be typed on a separate piece of paper and should demonstrate your attention to detail.

1. Who or what created your interest in this position?
2. Why do you want to become an Orientation Student Leader?
3. Share a few of your personal characteristics that will make you a *unique* addition to our Staff.
4. Describe your international orientation experience, either here or at another university you have attended.
Discuss both the positive and negative aspects of that experience. For each negative experience, describe what you believe would have made it a better experience.
5. Please describe some ideas you have to include in the Orientation Program.