

## Student Admissions Leader Program

### **Summary of the Student Admissions Leader Program**

The Student Admissions Team (SAT) is a selected staff of current students to support recruit efforts and provide prospective students with a positive experience during those efforts. Student Admission Leaders (SALs) are often the first face-to-face contact prospective students have with OSU-Cascades, thus serving as a very important representative of the University.

### **Mission Statement of the Student Admissions Team**

It is the mission of the Student Admissions Team to introduce new and prospective students and their families to OSU-Cascades through programs, events, and interactions that highlight OSU-Cascades' unique academic programs, student body, educational partnerships, community, and campus.

### **Summary of Student Admissions Leader Responsibilities & Duties**

As representatives of OSU-Cascades, Student Admission Leaders have many roles and responsibilities. SALs are expected to have the interpersonal skills necessary for dealing with new students and parents, both individually and in groups. They must be friendly, outgoing and articulate. While potentially being a friend and mentor to new students, SALs will also communicate and uphold University policies. SALs should serve as positive role models.

Student Admission Leaders will act as a student representative at recruit and on-campus events when needed. Events include annual Campus Preview Days, New Student Orientations, Campus Visitation Events in partnership with COCC, and OSU-Cascades Commencement.

Student Admission Leaders will:

- Attend and participate in training sessions.
- Attend and participate in OLP staff meetings.
- Promote interaction among new students during group discussions, icebreakers, meals, & activities at organized events.
- Answer students' & parents' questions about social and/or academic aspects of University life.
- Facilitate small group interactions and activities on various topics.
- Give campus tours to individuals, families, and groups.
- Host a table at campus program fairs.
- Sit on a student panel at a campus event.
- Assist Enrollment Services Staff and the OLP in planning and preparation for events & activities.

### **Student Admissions Leader Qualifications:**

- Exhibited leadership experience and potential for growth.
- Good academic standing.
- Good judicial standing with no current serious judicial sanctions.
- Demonstrated interpersonal and communication skills.
- Ability to work effectively with a diverse group of team members, students and parents.
- Demonstrated desire to learn about the University community, programs, policies and procedures.
- Demonstrated record of flexibility, responsibility and willingness to assist others.

### **Additional Terms and Conditions**

**Orientation Leaders must be enrolled at OSU-Cascades and must remain in good academic and disciplinary standing.**

The implementation of these sanctions is at the discretion of the SAT Director(s) and Enrollment Services staff. Student Admission Leaders who fail to meet the requirements of this program will receive a warning prior to implementation of these sanctions unless the Student Admission Leaders commits a serious violation, in which case termination may be immediate.

### **Application**

Student Admission Leaders are selected through an application process as determined by the SAT Director(s). Applications are online at [www.osucascades.edu/studentlife/leadership](http://www.osucascades.edu/studentlife/leadership)

### **Hours and Wages:**

- Positions are available for the 2009-2010 Academic Year on a space-available basis.
- Pay is \$10.00 per hour.
- Hours range from five (5) to forty (40) hours per month.

### **Program Dates**

#### **General Required Job Duties:**

- Staff Meetings
- Campus Tours

#### **On-Campus Events:**

- New Student Orientation (scheduled during school year and summer, typically 1-2 per month)
- Campus Preview Days (scheduled every November and April)
- Mosaic (scheduled every December)
- College 101 (scheduled every February)
- Commencement (scheduled every June)
- Other events TBD (scheduled upon request by schools and organizations)

### **Questions? Contact:**

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