**Towson University New Student and Family Programs**

**Office Staff Application FAQs**

**Who are Office Staff?**
OS are the students who drive the orientation process for almost 5,000 students and over 3,000 family members each summer. Responsibilities include, but are not limited to:

- Represent and model all the positive qualities of a TU student
- Assist in the welcoming and transitioning of our incoming students to Towson University
- Lead sessions on particular topics important to new TU students
- Serve as a positive resource for students and family members who may have questions
- Familiarize new students with campus services and building locations
- Foster an environment that helps new students develop an identity as TU community members
- Encourage student involvement as members of the TU campus community

**What are the available positions?**
New Student and Family Programs will be accepting applications for Office Staff. Any student can apply to be an OS, including past members of the Freshman Transition Program (FTP) and students who transferred to Towson University from a 2-year or 4-year school.

*New Student and Family Programs strongly encourages student leaders who have experience working with transfer students, U.S. Veterans, students with mental and/or physical disabilities, first generation college students and those who are fluent in a foreign language (Spanish preferred) to apply.*

**Why should I apply to be Office Staff with New Student and Family Programs?**
If you are selected as OS, you will receive the following benefits in addition to getting paid:

- Increased leadership and communication skills
- Opportunity to lead training seminars for your peers
- Interaction with a wide variety of faculty, staff, and other important TU people
- Ability to welcome new students to a supportive and thriving campus environment
- Chance to use your skills and make NSFP programming much better!

**What is the time commitment of Office Staff?**

*Each Office Staff will work between 3-4 days a week for a total of 33-37 hours a week.*

Office Staff will start training one to two weeks after hire. The training will consist of 2-4 hours of training per week based on the new hires schedule. Mandatory training sessions will be scheduled for Spring 2019, in addition to a week-long training session in early June 2019.

New Student Orientation is scheduled to take place from June through August 2019. Welcome to TU will take place from August 22 – September 2, 2019.

Office Staff will work from June 2019 through the first week of classes (August 26-September 2, 2019). Additional hours may be available through the first six weeks of classes up until Family Weekend (dates TBD).
What are the pay and requirements of serving as an Office Staff?
Office Staff must meet the following requirements:

- Be willing to engage with different constituencies depending on the program, including families, campus staff, faculty, academic advisers, and other student staff
- Must have a 2.5 cumulative GPA by the end of the Spring 2019 semester and be in good standing with the Office of Student Conduct and Civility Education
- Must be a full-time enrolled undergraduate student at Towson University during the Spring 2019 and Fall 2019 semesters
- Must live in a Towson University residence hall (on-campus housing provided for free for OSs) or live in the Towson area during Summer 2019
- OSs who want to take summer courses must take online/distance learning where they do not have to be in a classroom and have pre-approval from the Office of New Student and Family Programs
- Office Staffs meeting those requirements earn a wage of $10.10/hour for up to 33-37 hours/week.

Sounds good! How can I apply to be Office Staff?
Applying is very easy! First, any student who wants to be considered for an Office Staff position is strongly encouraged to attend one of our interest sessions (times and locations during Spring 2019 semester to be announced).

During these sessions, you will learn more about the position, what is required to be considered, benefits, and learn from past Office Staffs about their experiences. Once you have attended a session, you can apply for the position online through the link that will be posted at http://www.towson.edu/orientation.

What else do I need to submit with the application?
You will be asked to upload a resume at the time of application. If you are unsure on how to complete a résumé, visit the Career Center (in 7800 York Road) or at http://www.towson.edu/careercenter/students/skills/resume.asp to learn more.

The application asks for my top 5 strengths. What if I haven’t completed a StrengthsQuest survey yet?
No worries! Before you submit your application, go to http://towson.gallup.com and take the StrengthsQuest survey. It takes between 30-45 minutes to complete. Once you have your top 5 strengths, complete the application.

Do I need recommendation letters or a transcript?
You don’t need to submit recommendation letters or a transcript for the position. However, you will be asked for permission by NSFP to check your GPA and student conduct record.

So, once I apply, what are the next steps?
Once you submit your application, the next step is the interview. Candidates who apply will be invited to an individual and group interview.