

Office of Undergraduate Admissions

2019-2020 Dragon Ambassador Application

MSUM Dragon Ambassadors act as student representatives of Minnesota State University Moorhead. Dragon Ambassadors serve the university on campus and at community events and with specific responsibilities to the Office of Admissions. While developing leadership skills and abilities, Dragon Ambassadors serve as visible and informed representatives to prospective students, their guests and any campus visitors.

Dragon Ambassadors focus on developing essential leadership skills and abilities while participating as a Dragon Ambassador. The Dragon Ambassador program focuses on engaging and creating well rounded and experienced leaders for our campus and surrounding community. Dragon Ambassadors will develop and improve many skills; including communication, group leadership, organization, teaching, team building and interpersonal skills. Throughout the program Dragon Ambassadors are challenged with new and exciting opportunities to be involved and engaged with a robust campus community.

Required Skills & Abilities:

- Ambassadors need to be in good academic standing with the University
- Must have a minimum cumulative 2.5 GPA
- Ambassadors are also expected to be involved within the University and have an adequate knowledge of activities and opportunities for students on MSUM's campus and the Fargo-Moorhead community
- Must be enrolled full-time (12 credit hours) at MSUM for and 2018-2019 academic year
- Must display professionalism and school spirit
- Must show a positive attitude and strong work ethic
- Must be open to learning and challenging yourself to grow in your leadership capacities
- Must be able to work approximately 3 hours per week and complete volunteer activities on behalf of MSU Moorhead
- Must have exceptional customer service and strong internal and external skills to communicate effectively with prospective students and guests visiting MSU Moorhead
- Possess excitement about MSU Moorhead and has the ability to represent the university and community
- Candidates must be comfortable facilitating and presenting to large and small groups

Preferred Skills & Abilities:

- Have a strong commitment to team growth and leadership
- Have a strong commitment to multiculturalism and diversity
- Maintain excitement and commitment in all tasks, with ability to go above and beyond to help others
- Possess a high level of maturity and an ability to use independent judgment in decision-making
- Demonstrate flexibility, creativity, humor and dedication
- Must be committed to assisting and helping guests in all facets of their experience at MSU Moorhead

Office of Undergraduate Admissions

2018-2019 Dragon Ambassador Application Instructions

Responsibilities & Time Commitment:

- Must participate in Spring 2019 Training
- Must attend all Commencement ceremonies (Spring 2019, Fall 2020, Spring 2020)
- Must complete Fall 2019 training
- Must complete a minimum of two scheduled campus tour per week during 2019-2020 academic year
- Attend all Admissions events, including but not limited to Preview Days, Commencement, and on campus recruitment events
- Complete required volunteer events representing MSU Moorhead Office of Undergraduate Admissions, Office of the President, Alumni Foundation, and other formal and informal campus events
- Must welcome all guests to MSU Moorhead with excitement, professionalism, and excellent customer service

Compensation:

- Dragon Ambassadors are compensated for all tours given. These include tours for prospective students, their guests, and any guests visiting MSU Moorhead

Application Instructions:

- Applications must be submitted electronically through Dragon Jobs.
- Please address the following questions in your cover letter:
 - Describe your involvement as a student at MSU Moorhead. List any clubs/groups/activities that you have participated in at MSU Moorhead.
 - Describe other work; volunteer or leadership experiences that you feel may enhance your application.
 - In your opinion, what makes MSU Moorhead stand out among other colleges?
 - Share a positive personal experience you've had at MSU Moorhead that you might share with a prospective student while on a campus tour.
 - Why would you like to become a Dragon Ambassador?

Application and Interview Timeline:

- Selected finalists will be contacted via email to schedule an interview

Contact Information: Jamie Wepking in the Admissions Office at 218-477-2161 or jamie.wepking@mnstate.edu

Learning Communities

Dragon Mentor Application Packet

Thank you for your interest in becoming a Dragon Mentor for the 2019-2020 academic year. We seek to put together a diverse staff with various life experiences, backgrounds, academic majors, strengths and challenges.

This student leadership position is a crucial piece of helping all new students transition socially and academically to MSUM. Dragon Mentors will be assigned to a specific Learning Community where they will share a floor with their residents. The Dragon Mentor serves as a guide, mentor, and friend to the students participating in the Learning Community. Mentors host academic and social events each month. Mentors are also available to offer advice and lend support to students when needed. Dragon Mentors also attend staff meetings and one-on-one meetings with their supervisor.

Please read the information below to determine if you meet and will be able to complete all of the requirements of being a Dragon Mentor.

ESSENTIAL QUALIFICATIONS:

- Must be an MSUM student in good standing
- Must have a minimum cumulative GPA of 2.5
- Must be enrolled full-time (12 credit hours) at MSUM for the Fall 2019 and Spring 2020
- Must be able to commit to the dates and times detailed below
- Must have completed at least 1 semester at the start of academic year
- Must live on campus in the building where the LC you are hired for is placed. Special arrangements may be made if there are late hires.
- The position is open to all majors, but preference is given to students with the same majors as the major based Learning Communities. *Note we have several communities that are not major based.
- Must be available to begin the position on 8/11/2018 to attend training prior to the start date of classes.

TIME COMMITMENTS:

Being a Dragon Mentor requires an extreme amount of time and dedication. All Dragon Mentors are required to commit to the following dates and times:

	When	Time	What
Spring Semester Commitments	April	TBD	Spring Training
August Commitments	August 12 th - 21 st	9-4:30pm	Fall training and Move-in day
August Commitments	August 22 nd - 25 th	Varies	Move-in Day and Welcome Week
Academic year	August 25 th -May 13 th , 2020	6.5 hours per week	Serve as Dragon Mentor

Dragon Mentor Selection Timeline		
Date	Activity	Time/Location
November 17 th , 2019	Applications Available	www.mnstate.edu/dragonjobs
January 25 th , 2019	Applications Due	Before midnight through www.mnstate.edu/dragonjobs

IDEAL SKILLS & ABILITIES:

- Knowledge and passion Learning Communities at MSUM including:
 - Have participated in one or willingness/desire to learn within position
 - Strong academic and personal commitment to MSUM
 - Initiative to help new students transition to life as a student
- Must display professionalism and be an excellent representative of MSUM.
- Possess a commitment to multiculturalism and inclusivity.
- Must show a positive attitude, strong work ethic, enthusiasm.
- Be an effective and clear communicator.
- Possess a high level of maturity and ability to use independent judgement in decision making.
- Desire to make a difference in the lives of peers and new students.
- Demonstrate flexibility and commitment.

International Student Diplomat

Position Overview

As a diplomat you are the first person that most international students meet upon arriving in the United States. The time you spend with them greatly impacts their perception of the university, local American culture and the college lifestyle. We aim to make these first few days the best experience possible for new incoming students and you play a vital role in this.

During orientation you will assist new students in getting to know each other, learning their way around campus, understanding cultural differences and settling into their new home. This requires you to be open-minded, flexible and willing to help. You should also be interested in learning about other cultures, open to new experiences, and prepared to dedicate your time to assisting the new students. Experience in study/ living or traveling abroad is a bonus.

Diplomat Duties

- Attend mandatory Diplomat training
- Attend all the mandatory Orientation Sessions assigned by ISS
- Be available during weekends for activities (orientation trips)
- Assist International Student Services (ISS) with orientation related work (photocopying, assisting new students to check-in, taking students shopping)
- Serve as a peer counselor/advisor to incoming international students
- Help international students adjust to college and to our community
- Assist with day to day concerns with anything from shopping to laundry during orientation
- Serve as a friend and help to promote cross cultural understanding
- Assist the International Student Services staff at all times when needed
- Available to attend International Student Sash Ceremony, Celebration of Nations and International Education Week
- Assist with preparing orientation folders and starter packs for incoming students.

Diplomat Qualifications

- Be open-minded and accepting of those who are from various backgrounds.
- Be a full time student at MSUM, with at least one academic year remaining.
- Love to travel or have traveled outside of the U.S.
- Have completed at least one year at MSUM
- Be in good academic standing with a minimum GPA of 2.5
- Be available during mandatory Diplomat training/team building sessions and orientation
- Available to be a Diplomat for fall or spring semester

Application Process

- Apply through Handshake via the common leadership application.
 - Choose Diplomat as one of your top 5 leadership positions that you wish to choose.
- Interviews will be held in February with the announcement at the beginning of March.
- Training will be in May and a refresher right before orientation begins in August.

Resident Assistant Position

Required: Attend one Pre-Employment workshop to be scheduled sometime February 1-22.

Additionally, you will be required to participate in the interview process to be scheduled sometime February 1-22.

Eligibility Requirements

- Have a cumulative 2.5 G.P.A. by the end of the semester of hire; maintain a cumulative 2.5 G.P.A. to remain employed;
- Satisfactorily complete a criminal background check as required by Minnesota state law;
- Be enrolled for a minimum of 12 credit hours and live in the residence halls while employed;
- Resident Assistants are not able to hold student teaching or full-time internships while employed. Outside employment/internships /activities are limited to ten hours per week.

Job Description Highlights

- Develop relationships with residents and intentionally strive to nurture these relationships.
- Encourage and foster a safe, clean, and positive living and learning environment for all residents.
- Create door decorations and monthly educational bulletin boards and complete weekly programming as required
- Confront all individuals or groups violating University or residence hall policies and regulations in a fair, respectful and consistent manner.
- Participate in on-duty staff rotation. While on duty, complete a minimum of three rounds nightly and respond quickly to all duty phone calls. Must remain in assigned complex during the entire on-duty shift.
- Work four hours per week at the complex/building front desk.

Expected Availability

- Besides your education, perform the Resident Assistant position primary over all other activities.
- Be available for the entire 2019-2020 academic year.
- Make an intentional effort to be available and visible on your floor a majority of evenings in any given week.
- RAs must be on campus at least half of the weekends and gone no more than two weekends a month throughout each semester.
- Participate in break duty coverage as needed.
- Return early from summer and winter breaks for training.
- Remain in the halls until after residence halls close over break periods.
- Participate in a staff retreat once per year; the Red River Valley RA Conference (typically held on a Sunday in late October or early November); and Staff Selection Process (typically occurs during the month of February)

Application Process

- Submit a resume and cover letter addressing the specific questions outline on the Dragon Jobs website
- Submit a list of three references—one of which must be your current RA (if you currently live off campus, you should list your former RA or another current RA)
- Participate in the pre-employment process to be scheduled on a particular evening February 1-22. Candidates will be notified when they need to schedule this time. Candidates will also be required to have an individual interview to be scheduled sometime during February 1-22. Candidates will be notified when they need to schedule their interviews.

All application materials are available at www.mnstate.edu/dragonjobs and are due by Friday, January 25th, 2018



SMART Start Program Description

The Student Mentoring Academic Resource Team (SMART) Start Program is designed to assist incoming freshman and transfer students who are historically underrepresented in higher education experience a smooth transition to college. Each incoming student is matched with a current MSUM student who will serve as their mentor throughout the program. Students engage in activities to share their diverse cultures and identities, participate in workshops to learn about resources available on campus, and develop a support network among their peers, staff, and faculty. The mission of the program is to ensure that each incoming student has the resources needed to achieve their personal, academic, and professional goals.

Four learning objectives have been identified for the SMART Start mentees. Incoming MSUM students who participate in the SMART Start program will:

- Form meaningful relationships with peers, mentors, and the campus community by engaging in social, personal, and educational activities.
- Learn skills essential for their success in college and understand the resources available on campus to meet their needs.
- Develop critical thinking skills by reflecting on the program activities both individually and as a group.
- Develop a better understanding of individuals who have different backgrounds, identities, life experiences, cultures, beliefs, or values than their own.

SMART Start Mentor Position Description

Mentors are a key component to the success of the SMART Start Program and to the growth and development of incoming students participating in the program. Mentors are required to attend training and participate in all of the activities during the SMART Start program with their assigned mentees.

Why should I serve as a SMART Start mentor?

- Upon successful completion of the duties outlined in the contract provided to those hired, mentors will receive a \$300 stipend for their work. All program related expenses (food, on-campus housing, activities, and transportation) will be covered by the Office of Diversity and Inclusion.
- Mentors will receive an additional \$100 stipend in December of 2019 and another \$100 in May of 2020 for completing the following required activities during the 2019-2020 academic year:
 - Plan and lead one SMART Start event
 - Participate in one planning meeting with ODI staff in preparation for their event
 - Assist other SMART Start Mentors in facilitating two of their events
- Students will be able to develop and strengthen their cultural sensitivity, leadership, interpersonal, and programming skills.
- Students will have the opportunity to make a positive and lasting contribution to the lives of incoming students.
- Students will be able to add a mentoring experience to their resume.

Qualifications:

- Be respectful to and sensitive of the human rights of individuals from all racial, ethnic, religious, gender identities, sexual orientations, and other populations and identities.
- Demonstrate the core values of grit, humility, and heart.
- Have an understanding of campus resources and be willing to serve as a role model for incoming students.
- Be able to facilitate activities and discussion.
- Be a current MSUM student in good standing (not on any type of academic or disciplinary probation).
- Be available all day August 15-16, 2019 for training and August 18-21, 2019 for the program.
- Be willing to plan and lead one SMART Start event, participate in a planning meeting for the event, and assist other mentors in facilitating two events throughout the 2019-2020 academic year.

Office of First Year Programs
Student Orientation Counselor
Application Packet

Thank you for your interest in becoming a Student Orientation Counselor (SOC) for the 2019-2020 academic year. We seek to put together a diverse staff with various life experiences, backgrounds, strengths and challenges.

This student leadership position is a crucial piece of helping all new students transition into MSUM successfully. More specifically, as a SOC, you will help new students transition into MSUM in 3 different phases.

Phase 1: New Student Orientation, Advising and Registration

Phase 2: Dragon Welcome Week

Phase 3: First Year Experience Course (Freshman Only)/Transfer Initiatives (Transfer Only)

Please read the information below to determine if you meet and will be able to complete all of the requirements of being a Student Orientation Counselor.

ESSENTIAL QUALIFICATIONS:

- Must be an MSUM student in good standing
- Must have a minimum cumulative GPA of 2.5
- Must be enrolled full-time (12 credit hours) at MSUM for the Spring 2019 and Fall 2019 semester.
- Must be able to commit to the dates and times detailed below

TIME COMMITMENTS:

Being a Student Orientation Counselor requires an extreme amount of time and dedication. All Student Orientation Counselors are required to commit to the following dates and times:

When	Time	What
Spring Semester Commitments	March 18 th	5:00-7:00pm
	March 30 th	9:00am-4:00pm
	April 4 th	4:00-6:00pm
	April 12 th	10:30am – 4:30pm
Summer Commitments (Choose 3 of the 9)	June 5 th , 6 th , 7 th , 11 th , 12 th , 13 th , & 14 th	7:30am – 4:30pm
	July 18 th & 19 th	10:30am – 4:30pm
Summer/Fall Commitments	August 14 th - 25 th	All Day
Fall Semester Commitments	August 26 th – December 11 th	3 hrs/Week + 4 large group meetings throughout the semester
		Fall Training & Welcome Week
		New Student Orientation, Advising and Registration
		First Year Experience/ Transfer Student Initiatives

PLEASE SEE THE FOLLOWING PAGE FOR:

More detailed information on the time commitments, responsibilities, ideal skills and abilities.

BREAKDOWN OF TIME COMMITMENTS:

Spring Training Sessions: Cover information pertaining to the overall tasks and responsibilities of a Student Orientation Counselor.

New Student Orientation, Advising and Registration: The role of the Student Orientation Counselor on these days is to welcome and engage new students in discussion and activities, assist with the production of the event, and serve as a representative of the university while interacting with others.

Fall Training: Intense seven-day program geared to developing the skills and qualities that Student Orientation Counselors will need to think critically and lead new students through Dragon Welcome Week and their First Year Experience course. The focus of this training is on diversity, interpersonal skills, personal development, campus information, and curriculum information pertaining to First Year Experience courses.

Dragon Welcome Week: SOCs serve as the face of MSUM in this high-energy week to help assist new students during their transition to college. During Fall Training and Dragon Welcome Week, there is a high commitment that comes with the SOC position and working another job simultaneously can distract you from your duties. We want to be mindful of your health and request that you focus on the SOC duties during this time.

First Year Experience: FYE SOCs will be assigned to a semester long course that covers the tools that new students need to be successful while attending MSUM. In the classroom, SOCs are paired with an instructor to co-teach the class together as well as to bridge the gap between instructors and students.

Transfer Student Initiatives: Transfer SOCs will be assigned to assist Transfer students through their transition to MSUM. For some students that means taking part in DWW activities while for others it may look different. Throughout the Fall semester there will be sessions held specifically for transfer students where the SOCs are tasked to assist with.

IDEAL SKILLS & ABILITIES:

- Knowledge and passion for programs coordinated by the First Year Programs Office including:
 - New Student Orientation, Advising and Registration
 - Dragon Welcome Week
 - First Year Experience Courses
 - Transfer Student Initiatives
- Must display professionalism and be an excellent representative of MSUM.
- Possess a commitment to multiculturalism and inclusivity.
- Must show a positive attitude, strong work ethic, enthusiasm, and stamina when working long days.
- Must be open to learning and challenging yourself to grow in your leadership capacities.
- Be an effective and clear communicator with peers, new students and their parents, and supervisors.
- Possess a high level of maturity and ability to use independent judgement in decision making.
- Desire to make a difference in the lives of peers and new students.
- Demonstrate flexibility, creativity, humor, dedication, and Dragon Pride.

OTHER REASONS WHY YOU SHOULD BE A SOC

How will being a Student Orientation Counselor benefit me as a student?

Making connections throughout the university is critical for your success as a student. As a SOC you will have the opportunity to make and enhance connections with faculty, staff, and a variety of students from the MSUM community. In addition, you benefit from learning detailed information about university services and programs as well as gaining teaching and facilitation experience. Finally, you will be participating in an intense leadership learning experience. If selected, you will be asked to develop and strengthen your understanding of leadership, and you will be seen and treated as a leader on our campus.

How will being a Student Orientation Counselor benefit me after graduation?

Our training program for SOCs is intentionally designed to enhance your leadership skills and abilities. SOCs will develop skills in group problem solving, conflict resolution, interpersonal communication, multicultural understanding, teaching and facilitation, and team building. Being a SOC also provides you with the unique opportunity to mentor new students. Throughout the year you will have opportunities to use your skills in hands-on situations, thus providing experiences upon which future employers look favorably.

WELLNESS EDUCATOR POSITION DESCRIPTION

SUPERVISOR: Assistant Director of Recreation: Fitness & Wellness

POSITION SUMMARY: A Wellness Educator is a student leadership position within the Recreation and Wellness Department. The Wellness Educator will provide evidence-based information to the campus community in regards to the eight dimensions of wellness.

DUTIES AND RESPONSIBILITIES:

Provide education, leadership and direction to the student population of Minnesota State University Moorhead.

- Display an encouraging, empathetic, and professional attitude
- Assess the needs, resources and capacity for health promotion programs on the campus
- Plan, implement and assess campus wellness programs and events
- Communicate, promote and advocate health and wellness
- Provide guidance and instruction to peers on campus and community resources

Utilize effective communication skills with the Director, Assistant Directors, student staff, campus and the Fargo-Moorhead community as it pertains to disseminating health, wellness and campus resources and information.

Showcase critical thinking skills by independently seeking and selecting solutions.

As a student leader, attending continuing education and trainings will be mandatory in the development of skills and knowledge.

- Attend, participate and lead Wellness Educator trainings
- Attend monthly Wellness Educator huddles
- Attend all MSUM student life leadership trainings and speaker events

MINIMUM REQUIREMENTS

- Currently enrolled student at MSUM
- Minimum of one academic year commitment
- Showcases MSUM's core values of grit, humility and heart
- Must be inclusive and respect the rights of others regardless of gender identity, sexual orientation, race, ethnicity, political affiliation or religion
- Must be willing to collaborate with others
- Must be a self-starter and be able to work independently
- Must possess an eagerness to learn and teach various wellness topics
- Preference given to those who have health, exercise or related backgrounds/majors.

COMPENSATION

Wellness Educators will be paid an hourly rate of \$10.50 for all programming office hours, program presentations and trainings.

WELLNESS SUPERVISOR POSITION DESCRIPTION

SUPERVISOR: Assistant Director of Recreation: Fitness & Wellness

POSITION SUMMARY:

A Wellness Supervisor is a student leadership position within the Recreation and Wellness Department. In the absence of the Director or Assistant Directors, the Wellness Supervisor acts as the authority in the operation and management of the Russell & Ann Gerdin Wellness Center. The Wellness Supervisor will provide a welcoming and safe environment for the MSUM campus and surrounding community members.

DUTIES AND RESPONSIBILITIES:

Provide leadership and direction to the student staff of the Russell & Ann Gerdin Wellness Center that includes hiring, training, supervising and evaluating fellow MSUM students.

- Display an encouraging, empathetic, and professional attitude
- Participate in the interview process of student staff candidates
- Provide guidance and instruction to peers on all Wellness Center policies and procedures
- Execute and evaluate safety checks on student staff

Assist the Director and Assistant Directors of Recreation and Wellness in the daily operation of the facility by implementing campus and building policies and procedures regarding front desk management, maintenance, cleaning, risk management, event programming and services provided per rental agreements, intramurals, open recreation and student organizations.

- Exhibits exceptional customer service
- Extensive knowledge of cleaning equipment and chemicals used
- Extensive knowledge of all fitness equipment functions
- Extensive knowledge of risk management procedures and protocols
- Extensive knowledge of the scheduling of event programming, rental agreement services, intramurals and open recreation

Utilize effective communication skills with the Director, Assistant Directors, student staff, campus and the Fargo-Moorhead community as it pertains to disseminating general building and/or campus information, building policies and procedures.

Showcase critical thinking skills by independently seeking and selecting solutions.

As a student leader, attending continuing education and trainings will be mandatory in the development of skills and knowledge.

- Lead/co-lead staff trainings and huddles
- Attend monthly Wellness Supervisor Meetings
- Attend all MSUM student life leadership trainings and speakers
- Participate in the student interview section for professional, on-campus interviews.

MINIMUM REQUIREMENTS:

- Currently enrolled student at MSUM
- Minimum of one academic year commitment
- Must already be employed by the Department of Recreation and Wellness
- Showcases MSUM's core values of grit, humility and heart
- Must be inclusive and respect the rights of others regardless of gender identity, sexual orientation, race, ethnicity, political affiliation or religion
- Must have the ability to perform physical activities (reach over-head, lift up to 50 pounds, shovel snow, etc)
- Must work Wellness Supervisor shifts + at least two regular shift per week + one weekend shift per month
- Must be willing to cover shifts on an as needed basis

COMPENSATION:

- Hourly wage starting at \$10.50

RECREATION SUPERVISOR POSITION DESCRIPTION

SUPERVISOR: Assistant Director of Recreation: Competitive Sports

POSITION SUMMARY:

A Recreation Supervisor is a student leadership position within the Recreation and Wellness Department. In the absence of the Director or Assistant Directors, the Recreation Supervisor acts as the authority in the operation and management of intramural games, events, and club sports practices. The Recreation Supervisor will provide a welcoming and safe environment for the MSUM campus and surrounding community members.

DUTIES AND RESPONSIBILITIES:

Provide leadership and direction to the intramural sports student staff that includes hiring, training, supervising and evaluating fellow MSUM students.

- Display an encouraging, empathetic, and professional attitude
- Participate in the interview process of student staff candidates
- Provide guidance and instruction to peers on all intramural sports and event policies and procedures

Assist the Director and Assistant Directors of Recreation and Wellness in the operation of intramural sports, events, and club sport practices by implementing policies and procedures regarding equipment check-out management, maintenance, cleaning, risk management, event programming and services provided per rental agreements, intramurals, and student organizations

- Exhibits exceptional customer service
- Extensive knowledge of intramural sports rules and regulations
- Extensive knowledge of intramural office management
- Extensive knowledge of risk management procedures and protocols
- Extensive knowledge of the scheduling of intramurals, event programming, and equipment rental agreements

Utilize effective communication skills with the Director, Assistant Directors, student staff, campus and the Fargo-Moorhead community as it pertains to disseminating intramural and club sport information and building and/or practice facility policies and procedures.

Showcase critical thinking skills by independently seeking and selecting solutions.

As a student leader, attending continuing education and trainings will be mandatory in the development of skills and knowledge.

- Assist in leading team huddles
- Attend monthly meeting with Assistant Director of Recreation: Competitive Sports
- Attend all MSUM student life leadership trainings and speakers
- Participate in the student interview section for professional, on-campus interviews.

MINIMUM REQUIREMENTS:

- Currently enrolled student at MSUM
- Minimum of one academic year commitment
- Showcases MSUM's core values of grit, humility and heart
- Must be inclusive and respect the rights of others regardless of gender identity, sexual orientation, race, ethnicity, political affiliation or religion
- Must have the ability to perform physical activities (reach over-head, lift up to 50 pounds, shovel snow, etc)
- Must be willing to work nights and weekends
- Must be willing to cover shifts on an as needed basis

COMPENSATION:

- Hourly wage starting at \$10.50

Peer Advisor Job Description

January 2019- January 2020

Peer Advisor Time Commitment:

- Attend all New Student Orientation and Registration events from approximately 12:30 – 4 p.m. on the dates listed below.
 - April 12th, 2019
 - June 5th, June 6th, June 7th, June 11th, June 12th, June 13th, and June 14th, 2019
 - July 18th and July 19th, 2019
 - August 21st, 2019
 - November (date TBD), 2019
 - January (date TBD), 2020
- Assist with Peer Advisor tabling during the first week of classes and possibly during advising/registration in the fall and spring semesters.
- Attend training in March and May.
 - Tentative dates: Monday, March 25th and Tuesday, March 26th. May date and specific times TBD (evening trainings).

Peer Advisor Duties:

- Assist students attending New Student Orientation and Registration with registration through eServices and Schedule Planner.
- Know how to read and explain the purpose of the Degree Audit Report (DAR).
- Provide advising within the Liberal Arts and Sciences Curriculum (LASC) ONLY when courses and alternative courses provided by an advisor are full.
- Show the student how to find and login to D2L Brightspace as well as explain how MSUM uses this system.
- Assist the student with activating their MSUM email account as well as the Dragon Alert system.
- Be a resource to new students by answering questions and concerns regarding advising, registration, student life, etc.

Qualifications:

- The Peer Advisor must have completed one semester or be currently enrolled in first semester at Minnesota State University Moorhead for employment.
- The Peer Advisor must be an MSUM student in good standing (not on any type of academic or disciplinary probation).
- The Peer Advisor must have a minimum cumulative GPA of a 2.5 at the time of submitting the application.
 - If selected, the minimum cumulative GPA of 2.5 must be maintained throughout the duration of employment.
- The Peer Advisor must be an undergraduate student in any major.
- The Peer Advisor needs to have the ability to critically think, problem solve, have a friendly demeanor and willingness to assist new students.
- The Peer Advisor needs to possess a commitment to multiculturalism and inclusivity.
- The Peer Advisor needs to possess a high level of maturity and ability to use independent judgement in decision making.
- The Peer Advisor needs to be an effective and clear communicator with peers, new students, and their parents.

Application Process:

- Apply via Dragon Jobs by January 25, 2019
 - The application is titled Student Leadership Position and you will rank Peer Advisor as #1
 - You will need to submit a current resume, a letter addressing the assigned questions and a list of references
- Interviews will be the week of February 11-15, 2019
- Announcement of hired Peer Advisors is March 1, 2019

Dragon Entertainment Group Event Coordinator

Position Overview

Each event coordinator is responsible for planning, coordination and evaluation of various events throughout the academic year. These programs will be in a variety of areas including: Issues & Culture, Dragon Pride, Variety, Late Night, Coffeehouse and Travel & Service. The position will work collaboratively with the other coordinators and assist with planning events that align with the overall vision of the Dragon Entertainment Group.

Position Requirements for Employment

- Acceptance into or enrollment in a baccalaureate program at MSUM
- Maintain a cumulative GPA of 2.5
- Meet eligibility requirements for on-campus employment per the Business Services and Financial Aid Offices Policies
- Abide by University policies and procedures
- Ability to work with a large and varied number of people while demonstrating energy, patience and a willingness to learn

Position Responsibilities

- Propose events that offer opportunities for student interaction and engagement
- Develop, execute and evaluate those events for which you are the lead coordinator
- Attend Dragon Entertainment Group meetings
- Support Dragon Entertainment Group by assisting at events as determined by The Group executive board
- Program at least three late night or weekend programs each academic year
- Assist with event promotion via various platforms provided, including but not limited to social media, posters, etc.
- Other duties as assigned by Graduate Assistants and Assistant Director

Hours & Compensation

The Dragon Entertainment Group positions will hold 12 office hours per week, 7 of which will be posted and utilized in the office and some of those hours may be during nights and weekends. The position receives a stipend and professional development opportunities may be available through training, board meetings, and the regional National Association for Campus Activities conference. The Dragon Entertainment Group is expected to start Aug. 15, 2019 and work through May 15, 2020. Some training will also occur during Spring 2019.

Reporting Lines: The Dragon Entertainment Group reports directly to the Student Union & Activities Graduate Assistant(s) under supervision of the Assistant Director for Activities and Greek Life.

Dragon Entertainment Group Photographer

Position Overview

The Photographer is responsible for photography and videography of the Dragon Entertainment Group, Homecoming, DragonFrost and their events. The position will work symbiotically with the programmers and develop suitable strategies to capture images of events and programs that align with the overall vision of the Dragon Entertainment Group.

Position Requirements for Employment

- Acceptance into or enrollment in a baccalaureate program at MSUM
- Maintain a cumulative GPA of 2.5
- Meet eligibility requirements for on-campus employment per the Business Services and Financial Aid Offices Policies
- Abide by University policies and procedures
- Knowledge and skill in multiple design programs

Position Responsibilities

- Plan the composition of the photographs including but not limited to: analyzing subject material, selection of appropriate equipment, and adjusting and retouching digital files for optimum results
- Edit photographs in a timely manner for sharing and posting on various social media sites
- Upload and store assets in common share drive for use by Dragon Entertainment, Student Union & Activities and MSUM
- Support Dragon Entertainment Group by assisting at events as determined by The Group executive board
- Other duties as assigned by Graduate Assistants and Assistant Directors

Hours & Compensation

The Dragon Entertainment Group positions will hold 12 office hours per week, 7 of which will be posted and utilized in the office and some of those hours may be during nights and weekends. The position receives a stipend and professional development opportunities may be available through training, board meetings, and the regional National Association for Campus Activities conference. The Dragon Entertainment Group is expected to start August 14, 2019 at Student Leader Training and work through May 15, 2020.

Reporting Lines: The Dragon Entertainment Group reports directly to the Student Life Programming Team Graduate Assistant(s) under the supervision of the Assistant Director for Activities and Greek Life.

Dragon Entertainment Group Graphic Designer

Position Overview

The Graphic Designer will work with the Dragon Entertainment Group to develop and create visually appealing materials including but not limited to: posters, mailers, promotional items, website and other print and online designs. The Graphic Designers will be the lead in the consistency of all designs as they relate to the overall marketing and advertising brand of the Dragon Entertainment Group.

Position Requirements for Employment

- Acceptance into or enrollment in a baccalaureate program at MSUM
- Maintain a cumulative GPA of 2.5
- Meet eligibility requirements for on-campus employment per the Business Services and Financial Aid Offices Policies
- Abide by University policies and procedures
- Attend as many Dragon Entertainment Group events as possible
- Continued collaboration with the Dragon Entertainment Group
- Must be proficient in Adobe Creative Suites including Photoshop, InDesign, Illustrator, etc.

Position Responsibilities

- Collaborate within the Dragon Entertainment Group to lead the development and creation of visual concepts to communicate ideas that inform and captivate the appropriate audiences
- Develop graphics for event promotion to including but not limited to: posters, social media graphics, digital signage, mailers, video and more
- Develop and create the overall layout and production design for various campaigns
- Support Dragon Entertainment Group by assisting at events as determined by The Group executive board

Hours & Compensation

The Dragon Entertainment Group positions will hold 12 office hours per week, 7 of which will be posted and utilized in the office and some of those hours may be during nights and weekends. The position receives a stipend and professional development opportunities may be available through training, board meetings, and the regional National Association for Campus Activities conference. The Dragon Entertainment Group is expected to start Aug. 15, 2019 and work through May 15, 2020. Some training will also occur during Spring 2019.

Reporting Lines: The Dragon Entertainment Group reports directly to the Student Life Graduate Assistant(s) under the supervision of the Assistant Director for Activities and Greek Life.

**Dragon Entertainment Group
Marketing and Social Media Coordinator**

Position Overview

The Marketing and Social Media Coordinator will plan and implement publicity efforts to promote the image and activities of The Dragon Entertainment Group. The coordinator will develop effective strategies to segment the market and brand the organization with a motto that reflects our mission and values.

Position Requirements for Employment

- Acceptance into or enrollment in a baccalaureate program at MSUM
- Maintain a cumulative GPA of 2.5
- Meet eligibility requirements for on-campus employment per the Business Services and Financial Aid Offices Policies
- Abide by University policies and procedures
- Attend as many Dragon Entertainment Group events as possible
- Must be familiar with Adobe Creative Suites including Photoshop, InDesign, Illustrator, etc.
- Continued collaboration with the Dragon Entertainment Group

Position Responsibilities

- Assist in the development, planning and implementation of all marketing and social media for the Dragon Entertainment Group
- Continue to develop and maintain the Dragon Entertainment Group's social media accounts and DragonCentral including but not limited to: tracking analytics, researching various social media platforms and their influence and maintaining budgets and records
- Be responsible for creating, ordering and distributing promotional materials and items
- Accept responsibilities as delegated by the Assistant Director, Activities and Events and Programming Graduate Assistants

Hours & Compensation

The Dragon Entertainment Group positions will hold 12 office hours per week, 7 of which will be posted and utilized in the office and some of those hours may be during nights and weekends. The position receives a stipend and professional development opportunities may be available through training, board meetings, and the regional National Association for Campus Activities conference. The Dragon Entertainment Group is expected to start Aug. 15, 2019 and work through May 15, 2020. Some training will also occur during Spring 2019.

Reporting Lines: The Dragon Entertainment Group reports directly to the Student Union & Activities Graduate Assistant(s) under supervision of the Assistant Director for Activities and Greek Life

Building Manager / Building Assistant 2019-2020 Academic Year

Position Overview:

Through these positions, the Building Manager and Building Assistant positions will serve as a customer service and event support representative within the Comstock Memorial Union. This includes oversight of the building, event set-ups/tear-downs, general cleaning of conference rooms, being a resource to visitors/customers, ensuring building events run smoothly, and working as a team to keep the Student Union operating efficiently.

Supervisor:

These positions will report directly to the Assistant Director and indirectly to the Student Union and Activities professional staff.

Hours:

Approximately 10-20 hours per week during the 2019-2020 Academic Year in designated weekly shifts. Shift times are still being determined but include weekday, weekends, and non-instructional days, in addition to early morning, afternoon, evening, and late night times.

In addition to one's weekly shifts, available shifts will be offered during holidays and non-instructional days, breaks and as needed for event support.

These positions will also participate in Student Leader Training and Welcome Week activities prior to fall semester classes starting. Specific details are to be determined but Student Leader Training begins on August 14, 2019 and continues until classes begin on August 26, 2019. This includes day and night activities, in addition to some weekend activities.

Pay Rate:

\$9.65/hour for Building Assistants; \$9.85/hour for Building Managers

Essential Functions:

Duties include, but are not limited to:

- Event Assistance:
 - Serve as a customer service and event support representative by welcoming clients, ensuring clients have adequate room and technology needs for a successful event, answering questions, and regularly checking in with clients to ensure their event remains successful.
 - Troubleshoot issues and assess special requests to determine if they can be met.
 - Assess room for damages following the event and report to supervisor.
- Event Set-Up/Tear-Down:
 - Complete physical arrangements, set-up/tear down, cleaning and upkeep of rooms and building for events.
 - Be familiar with the operation and set-up/tear down of audio-visual and other technology equipment. Ensure it is in proper working condition.
- Building Management:
 - Depending on shift, be responsible for opening and closing building (Building Managers).

- Act as an interpreter and implementer of all building and campus policies and procedures.
- Be visible and assist with questions from individuals within the building.
- Ensure the general security and proper functioning of the building.
- Conduct regular rounds of the building throughout one's shift and assist in general upkeep and operation of the building.
- Help maintain the general cleanliness of the building by cleaning, vacuuming and dusting areas before and after events; wiping down tables, chairs, dry-erase boards and other cleaning needs necessary in rooms and public spaces; emptying trash receptacles before and after events, as well as during high-traffic times.
- Cleaning snow and ice from exterior entrances when appropriate.
- Administrative:
 - Complete shift logs.
 - Review event schedule and prioritize shift tasks.
 - Communicate information to teammates from shift to shift.
 - Report damages and furniture cleaning needs.
- Perform other assigned duties and tasks as needed.

Essential Qualifications:

- Currently enrolled MSUM student.
- Have and maintain a 2.5 cumulative GPA.
- Understand and abide by University policies and procedures.
- Ability to provide good customer service through communication (verbal and oral) and listening skills.
- Reliable, hardworking, flexible to adapt to a constantly changing environment, project/time management skills, can work independently with minimal direction, can work successfully with others on a team, positive attitude, detail-oriented to produce work with minimal errors, and motivated to produce the highest quality of work.
- Capable of receiving and integrating feedback into work.
- Must be able to work weekends, evenings, and occasional break hours.
- Must have ability to perform many physical activities (i.e. reach overhead, lift up to 50 pounds, shovel snow, sweep, move tables and chairs, etc.).
- Familiar with audio-visual equipment, cleaning supplies, building and campus policies preferred but not required.
- Majoring in Entertainment Industries and Technology or similar field of study that directly relates to the duties of this position preferred but not required.
- Work Study funds preferred but not required.

To Apply:

Complete and submit the Student Leadership Job Application for 2019-2020. This includes the application form, current resume, cover letter, and three professional references and their contact information. In your cover letter, please include why you are interested in this position and why you want to work in the Student Union. Review of applications will begin January 25, 2019 and continue until position is filled. Interviews will occur after the application deadline.

Contact Person:

Steve Fox, Assistant Director of Leadership and Organizations, Office of Student Activities, CMU 113, fox@mnstate.edu, 218-477-2120.

Communication Specialist 2018-2019 Academic Year

Position Overview:

Through this position, the Communication Specialist will work collaboratively with the Creative Communication Specialist (graphic designer) and Student Union and Activities Staff to produce written content and develop marketing plans to promote MSUM Student Life and campus involvement to prospective, incoming, and current students.

Supervisor:

This position will report directly to the Associate Director and indirectly to the Student Union and Activities professional staff.

Hours:

Approximately 12-14 hours per week during the 2019-2020 Academic Year. This position will also participate in Student Leader Training, specific dates and details to be determined but approximately 9am-5pm August 14-21, 2019. In addition, this position may also assist with various Welcome Week activities prior to fall semester classes beginning (August 22-25, 2019).

Pay Rate:

\$9.65/hour

Essential Functions:

Duties include, but are not limited to:

- Work collaboratively with the Creative Communication Specialist and Student Union and Activities staff members to produce content for the Student Union and Activities Blog (<https://news.mnstate.edu/cmu-blog/>), social media, promotional materials, digital signs, displays, reports, etc. to promote the Student Union and Activities Department, MSUM Student Life, student organizations, leadership programming, and general campus involvement.
- Identify and write potential stories, posts, announcements, etc. related to MSUM Student Life, events, and campus involvement to highlight in the above mentioned areas.
- Help with marketing the CMU building, MSUM Student Life, and campus involvement to prospective, incoming, and current students through multiple avenues along with marketing:
 - Student Organization Communication
 - Get Active, Get Connected, Get Involved Messaging
 - DragonCentral and Corq
 - Leadership Events and Programs
 - Community Outreach and Engagement Events and Programs
 - Student Involvement Events and Programs
 - General Communication from Student Union and Activities to Campus Community
- Independently facilitate the content production process by communicating with MSUM Student Life areas, student organizations, and the campus community.
- Assist with managing the Student Union and Activities photo database.
- Assist with other projects and duties as assigned.

Essential Qualifications:

- Currently enrolled MSUM student.
- Have and maintain a 2.5 cumulative GPA.
- Understand and abide by University policies and procedures.
- Excellent written communication skills, capable of meeting deadlines, project/time management skills, can work independently with minimal direction, positive attitude, detail-oriented to produce work with minimal errors, good customer service skills, and motivated to produce the highest quality of work.
- Capable of initiating contact with student life areas and campus community members to generate content and promote student involvement.
- Understand and believe in the value involvement adds to one's MSUM experience.
- Capable of receiving and integrating feedback into work.
- Experience working with the Adobe Creative Cloud products and proficiency in Photoshop, InDesign and Illustrator is preferred, but not required.
- Experience with marketing, social media campaigns, and blogging preferred, but not required.
- Involvement with student organizations or campus involvement highly preferred, but not required.
- Work Study funds preferred but not required.

To Apply:

Complete and submit the Student Leadership Job Application for 2019-2020 through [Handshake](#). This includes the application form, current resume, cover letter addressing the questions, and three professional references and their contact information.

Review of applications will begin January 25, 2019 and continue until position is filled.

Interviews will occur in February 2019.

Contact Person:

Annie Wood, Associate Director for Student Life.
Office of Student Activities, CMU 113
annie.wood@mnstate.edu
218-477-4237