

Student Affairs

Student Staff

Employment Opportunities

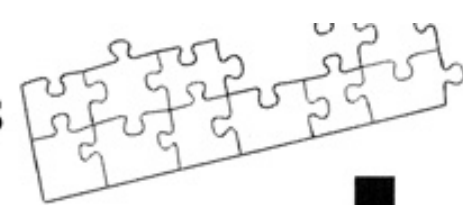
Find Your
Fit

MichiganTech

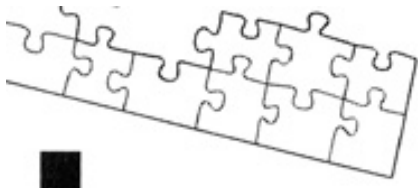
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MichiganTech

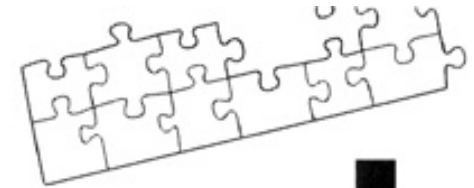
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Admissions COMPASS



Admissions is focused on the recruitment of prospective undergraduate Michigan Tech students. These students may be incoming first-year students or college transfers. Admissions also runs vibrant campus visit and telecounseling programs, which focus on ensuring families get necessary information.

Student Telecounselor

Call prospective students and help raise their interests in Michigan Tech. This is a great opportunity to excitedly convey your enthusiasm for Michigan Tech. Students often talk about some of their favorite experiences, activities, and culture. You will have the opportunity to open the eyes of students from around the country.

Campus Tour Guide

Meet and greet prospective Michigan Tech students and families who are visiting campus. Roll out the red carpet for them, and show them Michigan Tech's world class facilities. This is a great opportunity to excitedly convey your enthusiasm for Michigan Tech. You'll be able to show them your favorite lab and your broomball courts, have some food with them, and because you'll convince them Michigan Tech is the place to be, you will change their lives.

Application Process for Admissions

Fill out a paper application (available in the admissions office). Upon review of the applications, several candidates will be selected for a phone interview. Students will be selected based on availability and performance during the interview / application process. Applications are considered on a rolling basis, we have no deadline for applying. However, we do most of the hiring toward the end of each semester so we have a full staff for the following semester.

Contact Information

Allison Carter allison@mtu.edu
Erin Jarvi emjarvi@mtu.edu
G29 Administration Building (admissions office)
906-487-2335

COMPASS (Center for Orientation, Mentoring, Parents, and Academic Student Success) is dedicated to making a positive impact in the lives of Michigan Tech's students so that they develop attitudes, values, and skills which enhance their academic and personal success. A committed staff offers students and their families programs, services, and opportunities that challenge and support their transition to University life. COMPASS coordinates Michigan Tech's orientation programs for first-year students, transfer students, and parent and family members; Family Weekend; the UN1010 first-year seminar course; mentoring programs; and more. The COMPASS staff provides student outreach related to academic concerns and works collaboratively with academic advisors, campus departments, and learning centers to promote academic success.

Orientation Team Leader (OTL)

Orientation Team Leaders play an integral role in introducing new students to Michigan Tech by serving as mentors and sharing their experiences as successful students. OTLs are responsible for providing leadership, building community, and promoting new student learning during Orientation Week and throughout the first semester. OTLs lead a group of approximately 20 new students, facilitating small group discussions, leading interactive activities, answering questions, attending campus events, and serving as ambassadors for the university.

Orientation Executive Staff (OES)

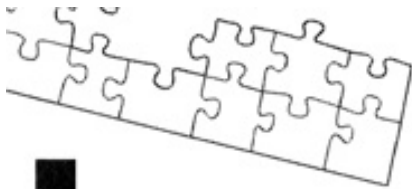
The Orientation Executive Staff works together with the COMPASS staff to plan and implement all components of Michigan Tech's week-long orientation program. Throughout the year, OES creates publications, maintains databases, coordinates events, hires the Orientation Team Leaders (OTLs), and much more. OES leads the OTL training program and supervises the Orientation Team Leaders throughout orientation week. All members of OES must have served as an Orientation Team Leader in the past to be considered.

Commuter Mentor

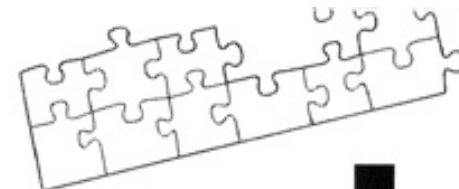
The Commuter Mentors are responsible for providing leadership, information, and resources to Michigan Tech's commuter students while fostering a learning environment. The Commuter Mentors create, edit, and publish a monthly newsletter for commuter students, plan campus-wide events for commuters, and promote campus involvement. These mentors serve office hours each week at COMPASS, where they are available to answer questions and communicate with students about academic and personal concerns.

COMPASS Intern

The COMPASS intern is responsible for providing leadership, developing programs, coordinating events, and promoting student learning. The intern coordinates Family Weekend, assists with office management as needed, and provides general support to COMPASS programs and initiatives. The intern also has the opportunity to work on special projects such as student retention data, assessment initiatives, publication development, and more. The COMPASS intern works about 10 hours per week during the semester, and 20-40 hours per week during the summer.



COMPASS ExSEL



UN1010 Teaching Assistant

The UN1010 Teaching Assistant (TA) is responsible for providing leadership, information, and resources to all students enrolled in UN1010 Creating Your Success course while fostering a learning environment. TAs assist with delivering class material, lesson planning, grading, and creating interactive activities. TAs commit four hours per week to class attendance, weekly meetings with the section instructor, communication to enrolled students, and lesson planning for the course.

Application Process for COMPASS

Orientation Team Leaders and Commuter Mentors are hired through the Student Life common selection process. This process begins each fall semester to hire for the following academic year. Candidates must attend an information session, complete the application materials, and attend a group and individual interview (which occur in the beginning of spring semester). For application information, please contact jointstudentlife@mtu.edu. OES and intern application processes occur during the fall semester. TAs applications are available each fall and spring semester for positions in the following semester.

Contact information

COMPASS
G28 W Wadsworth Hall
www.compass.mtu.edu
compass@mtu.edu
906-487-3558

Educational Opportunity's ExSEL program implements educational and outreach experiences that enrich the intellectual, social, and professional growth of current and prospective students. The department focuses on increasing access and retention, promoting diversity, and building awareness of social justice issues.

ExSEL Peer Mentor

Peer Mentors meet with their mentor match (mentee) every week and provide support to them in a variety of ways. Their primary responsibility is to provide advice on how to successfully navigate the first year at Michigan Tech. This knowledge might be related to successful study strategies, time management, effective use of campus resources, etc.

Application Process for Peer Mentor

Mentors are matched typically within the first three weeks of each semester, so it is best to apply early. Applications are available upon request. Matches are made based on compatibility with the mentee (same or similar majors, similar interests, etc). A 2.5 or higher GPA is required.

ExSEL Tutor

Tutors meet with the student(s) they tutor for 2 or more hours each week, depending on the student's need. They provide one-on-one assistance and support for a specific subject.

Application Process for Tutor

Tutors are hired as needed throughout the semester, so it is best to apply early. Applications are available upon request. Tutors are hired based on the subject or class that tutoring is requested for. A 2.5 or higher GPA is required.

UN1000 Teaching Assistant

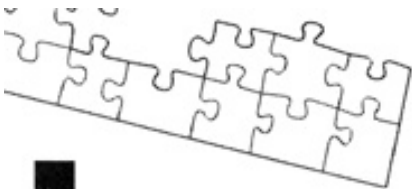
Teaching Assistants (TA's) work on average six hours per week. They attend the UN1000 Frameworks for Success class that meets twice a week for one hour. The rest of their time is spent assisting the instructor with various tasks such as grading, organizing and preparing for class, meeting with students, planning in-class projects, etc.

Application Process for Teaching Assistant

TA's are only needed for fall semester and are hired in July/August. Junior status is required to be a TA. Applications are available upon request.

Contact Information

ExSEL
2nd Floor Alumni House
www.exsel.mtu.edu
exsel@mtu.edu
906-487-3539



Housing Facilities

Housing Facilities is a department in Student Life that provides custodial and maintenance services for the Michigan Tech apartments and residence halls. They strive to provide residents and staff with a clean, safe, comfortable, and well-maintained environment.

Management Assistant

Manages facilities and maintenance concerns after hours. Issues parking tickets to those in violation. Reports to the Housing facilities manager of their respective building.

Application Process for Housing Facilities

Attend an Information Session to receive an application.
www.sa.mtu.edu/stulife/join.html

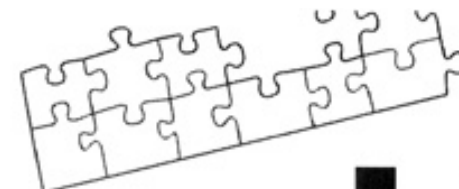
- Thursday, January 15, 2009 7:30 PM in Fisher 138
- Sunday, January 18, 2009 4:00 PM in DHH Ballroom

Apply on Career Center NACElink website by Wednesday, January 21 at 11:59 PM.
www.career.mtu.edu/NACElink/

Sign up for a Group Process Session and an individual interview on NACElink.

Contact information

Dale O'Brien, Housing Facilities Manager, Purchasing
www.housing.mtu.edu
housing@mtu.edu
906-487-1785



Housing & Residential Life

Housing & Residential Life is a department in Student Life that specifically works with students living in our residence halls and apartments on campus. We strive to create a community atmosphere where residents can develop lasting friendships, explore new ideas, and get involved in the University community. Our facilities are more than just a place to sleep and study and have friendly staff to assist residents when they need them most.

Resident Assistant

- Leads a house of residents.
- Works with the house officers.
- Presents programs.
- Enforces hall and University policy and role models positive behavior.
- Completes room inventories and duty rounds.
- Assists with community and roommate agreements.
- Participates in activities and supports campus events.
- Residents Assistants report to a Community Coordinator.

Program Coordinator

- Implements the learning community program in the Computer Science Learning Community, First-Year Experience, Forest Resources and Environmental Science, Summit House, Visual and Performing Arts Learning Community, Leadership Learning Community and International House areas.
- Supervises mentors.
- Coordinates programming efforts.
- PCs report to a Community Coordinator.

Learning Community Mentor

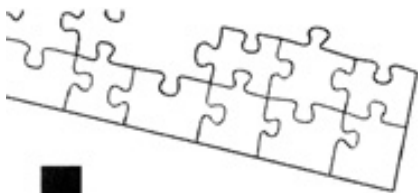
- Assists in the implementation of the Learning Communities by planning programs, attending events and mentoring residents.
- Lives in their Learning Community and reports to the Program Coordinator.

Desk Receptionist (Deskie)

- Staffs the reception desk.
- Provides good customer service.
- Reports to their building's Desk Manager.

Community Assistant

- Fosters community in the Daniell Heights apartments.
- Acts as a resource.
- Participates in an on-call rotation.
- Completes administrative tasks.
- Programs & works with DHRC.
- Participates in on-going training and development.
- Serves as a positive role model.



Housing & Residential Life

Application Process for Housing & Residential Life

Attend an Information Session to receive an application.

www.sa.mtu.edu/stulife/join.html

- Thursday, January 15, 2009 7:30 PM in Fisher 138
- Sunday, January 18, 2009 4:00 PM in DHH Ballroom

Apply on Career Center NACELink website by Wednesday, January 21 at 11:59 PM.

www.career.mtu.edu/NACELink/

Sign up for a Group Process Session and an individual interview on NACELink.

Contact Information

Patti Kirk, Assistant Director, Housing and Residential Life

Heather Simpson, Assistant Director, Housing and Residential Life

Andrea Bowser, Office Assistant, Housing & Residential Life

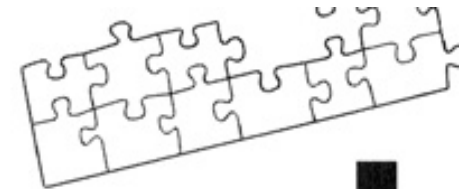
Jim Schultz, Assistant Director, Apartment Housing and Life

www.housing.mtu.edu

housing@mtu.edu

906-487-2682 (Residence Halls)

906-487-1188 (Apartments)



Student Activities

The Student Activities Office provides Michigan Tech students with a variety of opportunities for activities outside of academics. We work directly with Greek Life, the Outdoor Adventure Program, all of our registered student organizations, community service, the Student Activities Comedy Series, Leadershape, and many more programs. We encourage students to take the time to get involved while in college and to seek us out as a resource for involvement.

Student Activities Event Coordinator

Plan and assist with events sponsored by Student Activities, including but not limited to:

- Homecoming
- DOTS, an event planning workshop
- Student Involvement Fair
- Assist with planning and organizing the Student Awards Banquet
- Create a Spring Student Organization Officer Transition Workshop
- SACS (Student Activities Comedy Series)

Application Process for Event Coordinator

The application process for this position is a rolling process. We typically try to hire students for an academic year if possible. With the homecoming responsibilities it is highly encouraged that this person be in Houghton for the summer or have the ability to come back to school 2-3 weeks before school to begin planning. A great way to get some experience and to have a better understanding of this position would be to join the Homecoming Committee to help with planning Homecoming. Positions are typically filled during the spring semester for the following academic year. Applications will be made available at the beginning second semester.

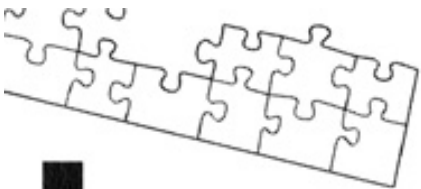
Community Service Coordinator

Plan and assist with service events, sponsored by Student Activities, including but not limited to:

- Make A Difference Day
- Service Saturdays
- Fire Prevention Day
- Big Foot Snowshoe Event
- Arbor Day
- Drop N Shop/Throw Out
- Semester Service Collections
- Spring Break Trips
- Collections for Homecoming Week

Application Process for Service Coordinator

The application process for this position is a rolling process. We typically try to hire students for an academic year if possible. This position does require that you return to campus in Mid-August for training and to begin work. Positions are typically filled during the spring semester for the following academic year. Applications will be made available at the beginning second semester.



Student Activities

Outdoor Adventure Program (OAP) Staff

The OAP Student Staff are responsible for many different functions from customer service to inventory management. We run a full service rental shop as well as a trips program to introduce students to the outdoors. Student Staff are responsible for checking gear in and out, inspecting gear, planning trips, leading trips, and much more. This position requires some very specific skills and experiences, as well as training, including CPR/FA.

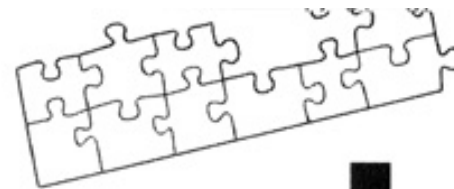
Application Process for OAP Staff

The application process for this position is a rolling process. We typically try to hire students for an academic year, or longer, if possible. This position does require that you return to campus in Mid-August for training and to begin work. Positions are typically filled during the spring semester for the following academic year. Applications will be made available at the beginning second semester. We try to keep our student staff for as long as possible and we provide training opportunities to encourage ongoing skill development.

Contact Information

Student Activities Office
112 Memorial Union Building
www.studentactivities.mtu.edu
activities@mtu.edu
906-487-1963

Youth Programs



Youth Programs is a division of Michigan Tech's Department of Educational Opportunity. Our primary goal is to host events and programs that excite precollege students about learning and higher education. Our busiest time of year is during the summer, when we offer Summer Youth Programs (SYP).

During SYP, more than 1,000 participants come to our campus from all over the nation and world for discovery-based learning. We offer employment to approximately 100 undergraduate and graduate students during this time for a variety of positions. Employment ranges from about 4 to 6 weeks in June and July.

Activity Counselor

Activity counselors lead participants in nightly recreational activities such as bowling, movies, hiking, basketball, swimming, and hanging out at the residence hall. Other responsibilities include:

- Creating a sense of community between program participants and counseling staff; working as a team.
- Leading weekly registration and student orientation on Sunday afternoons.
- Being energetic and having a positive attitude; participating in activities such as the variety show and dance.
- Ensuring the safety of participants at all times.

Residence Counselor

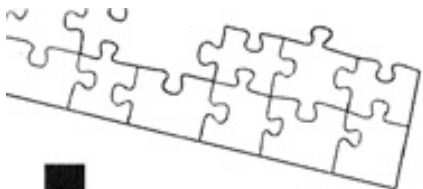
Residence counselor positions are live-in and are responsible for all aspects of residence hall living for participants, including leading participants in nightly residence hall meetings and participant safety. Other responsibilities include:

- Cultivating interaction during meals and during nightly meetings.
- Creating a sense of community between program participants and counseling staff; working as a team.
- Leading weekly registration and student orientation on Sunday afternoons.
- Being energetic and having a positive attitude.

Day Counselor

Day counselors provide assistance during the day for the miscellaneous needs of students, staff and instructors. Responsibilities may include, but are not limited to:

- Designing and displaying signs advertising nightly activities.
- Driving and supervising during field trips.
- Assisting Residence Hall Coordinators and Transportation Coordinator with tasks as assigned.
- Working as a team with other counselors, sharing information and duties.
- Being energetic and having a positive attitude.



Youth Programs

Office Assistant

Office assistants provide support and interact with a large number of staff, faculty, participants, and parents. Hours include some nights and weekends. Responsibilities may include, but are not limited to:

- Providing customer service in the office and over the phone.
- Enjoying office work (phone answering, filing, data entry).
- Assisting students with equipment check-out, pizza orders, and lost and found.
- Ensuring maintenance of inventory.
- Balancing cash box; handling participant accounts.

Driver / Chaperone

Drivers / Chaperones provide van transportation to participants when needed during the week and chaperone Youth Programs charter busses on the weekends (must have van certification through Public Safety). Responsibilities include:

- Being a role-model to the participants attending our program.
- Working as part of a team, and being willing to communicate problems to the transportation coordinator.
- Ensuring the safety of the participants.
- Providing a positive representation of Youth Programs.

Inventory Coordinator

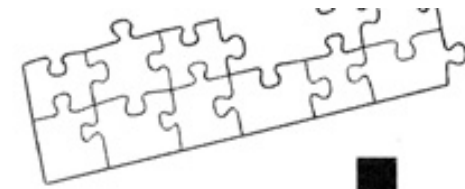
The Inventory Coordinator orders, organizes and maintains all Youth Programs supplies. Other responsibilities include:

- Organization, tracking, procurement, and delivery of office and summer inventories.
- Working and communicating with coordinators, secretaries, office staff, and residence hall staff.
- Communicating with instructors to provide materials as necessary and in a timely manner.
- Managing on-hand inventory and staying on budget.

Transportation Coordinator

The Transportation Coordinator is responsible for organizing van, charter bus and school bus transportation during SYP. Other responsibilities include:

- Communicating trip details with charter bus companies.
- Scheduling pick-ups and drop-offs of vans with campus departments.
- Arranging for sack lunch preparation for SYP field trips & excursions.
- Monitoring and arranging field trips based on instructor itineraries.
- Filing monthly vehicle reports to motor pool.
- Coordinating airport and bus service for participants.



Youth Programs

Lifeguard

Lifeguards are on-call during each week of SYP (You must supply a copy of your lifeguard certification when applying). Basic responsibilities include:

- Being willing to provide services for non-traditional lifeguarding duties, such as observing a class collecting water samples, chaperoning a canoeing or boating excursion, etc. You may also be asked to perform traditional lifeguarding during a scheduled swim time.
- Having flexibility/adaptability (schedules constantly change based on student demands and weather).

Application Process for Youth Programs

All new applicants are required to attend one of our information sessions prior to interviewing for Youth Programs. Information Sessions will be held on:

- Monday, January 26 7:00 – 8:30 PM (MUB Ballroom B)
- Thursday, January 29 7:00 – 8:30 PM (MUB Alumni Lounge)

All job descriptions are posted on Career Center's NACELink. Interested applicants should apply online by submitting a resume, Youth Programs application, short answer responses and written reference. Once we receive a completed application, you will be asked to sign up to attend a group and individual interview, which will be held in February. Candidates will be notified about employment prior to spring break.

All employees must attend a paid Youth Programs orientation in mid-June. Employment will be for approximately 4-6 weeks and ends on August 1 (some positions may vary).

Contact Information

Youth Programs Alumni House
www.youthprograms.mtu.edu
ypjobs@mtu.edu
906-487-2219