

2010-11 Connections Miniversity Cluster Coordinator

Thank you for your interest in becoming a Connections Miniversity 2010-11 Cluster Coordinator. Please make sure to read through the job description and download the Faculty/Staff reference sheets. One reference is required and should be submitted at your interview. Interviews will be assigned upon receiving application and you will be contacted via your NJIT email.

The period of employment is for February 1, 2010 to January 31, 2011. This includes Spring and Summer training, Connections Miniversity and Transfer Transition sessions and Fall 2010/Spring 2011 freshman activities. You will be supervised by the Associate Director of First Year Programs.

Responsibilities:

- Facilitate small groups of new students
- Provide support and assistance to Academic Advisors
- Explain academic opportunities and procedures
- Acquaint new students with campus services, activities, and facilities
- Assist in the development and implementation of orientation activities
- Encourage the development of institutional pride
- Be a positive role model to incoming students
- Assist with the Connection Miniversity Office and Center for First Year Students office duties
- Complete a formal evaluation of the Connections Miniversity Program
- Participate in Fall activities including (but not limited to): Highlander Welcome Days, Freshman Convocation, Miniversity/ Transfer Transitions

Qualifications:

- Undergraduate student
- 2.5 minimum grade point average
- Good disciplinary standing with the University
- Excellent communication skills
- Ability to relate well with students, parents, faculty, and administrators
- Commitment to NJIT
- Demonstrated interest in helping others
- Good organizational skills and flexibility
- Plans to enroll on campus during Fall 2010
- Ability to work as an effective and productive team member
- Commitment to diversity and inclusion

Compensation:

- Room & Board during May CMV training and June CMV Sessions
- \$300 for completion of Fall Semester Activities: Highlander Welcome Days, Freshman Convocation, Fall Open House, and January Connections Miniversity/Transfer Transitions

- Stipend for completion of Summer Connections Miniversity and Transfer Transition programs

Time Commitment:

- Attend Leader Training class during both Spring and Summer terms. Time constraints do not permit Connection Miniversity Cluster Coordinators to be enrolled in additional courses throughout the months of May and June
- Work all CMV Freshman sessions and assigned Transfer Transitions sessions in June, July, and August.
- Required to live in the University Housing during the CMV program, acting as a mentor and a Residence Hall Staff member while the first-year students are on campus. Connections Miniversity and Center for First Year Student office work as assigned throughout summer programs.
- Meet with the Connections Miniversity Lead Coordinator for an individual evaluation.
- Participation in the Fall Freshman Program in September & October 2010. (Highlander Welcome Days, Freshman Convocation, Fall Open House)
- Attendance at all official Connections Miniversity functions (receptions, banquet, group pictures, picnics, etc.)
- Assist in the preparation of each CMV session.
- Assist in all setups for Connections Miniversity activities.

Application Process:

Applications Due: Friday, November 6, 2009