

New Student Orientation Leader

Title: New Student Orientation Leader

Anticipated Start Date: June 2020

Division/Office: Center for Student Success - New Student Orientation

Reports to: Associate Director of New Student Orientation

Position Description:

New Student Orientation Leader (OLs) serve as resources during orientation for new students who are making the transition from their previous environment to the diverse academic, intellectual, and social culture of the New Jersey Institute of Technology (NJIT). OLs are expected to possess a specific body of knowledge about NJIT acquired through training and experience, and they must be sincerely interested in and skillful at sharing this information with first-year and transfer students. OLs act as a liaison to academic advisors and student services for new students and serve as role models. Selection to the OL team is a unique honor and a rewarding opportunity for personal and professional growth.

The minimum expectations and responsibilities for OLs include, but are not limited to:

Responsibilities:

- Attend and participate in all training sessions
- Serve as a positive representation of NJIT to the new students
- Assist first-year and transfer students in acclimating to college by promoting a healthy, supportive, and educational environment
- Answer questions about both social and academic aspects of college life
- Facilitate activities for new students through direct involvement and participation
- Promote interaction among groups of new students during small-group discussions, icebreakers, meals, and activities
- Help students reach their academic, social, and personal goals by referring them to the appropriate campus resources and professionals based on individual needs
- Explain academic opportunities and procedures relevant to the students' majors
- Facilitate student involvement on campus by sharing personal experiences
- Encourage the development of institutional pride
- Assist with the preparation/breakdown during all orientation programs
- Be a liaison to the families of the incoming students and troubleshoot any questions and concerns
- Debrief as a team at the end of each orientation program

Required Qualifications:

- Matriculated as a full-time undergraduate NJIT student throughout the duration of employment
- Good disciplinary standing with the University
- Completed at least 12 credits at NJIT at time of hire
- Cumulative GPA of 2.75

Preferred Qualifications:

- Work as an effective and productive team member
- Excellent communication and interpersonal skills
- Strong knowledge of campus and resources
- Mentoring experience
- Positive attitude and enthusiasm
- Ability to relate well with students, families, faculty, and administrators
- Proficient in navigating NJIT resources, Highlander Pipeline, Canvas, and Highlander Hub
- Demonstrated interest in helping others and in presenting a positive attitude

Learning Outcomes:

Upon successful completion of the training New Student Orientation Leaders will:

- Possess knowledge about the campus and resources
- Be familiar with the culture and policies of NJIT
- Learn leadership skills by participating in role-playing activities
- Improve interpersonal skills through effective communication with students
- Develop public-speaking and presentation skills through the implementation of the orientation events

Required Work Days:

These dates are subject to change

- Training Days: June 8-12 (mandatory)
- Possible in-service days
- First-year/Family Orientation: June 22, 24, 25, 29 & 30, July 1 & 28, August 17 & 25
- Transfer Orientation: June 18, July 27, August 18
- Schedule Change Days: August 24
- NSO 2.0: August 26-28
- University Convocation: TBD
- Spring First-year/Family and Transfer Orientation: January 2021 (TBD)

Compensation & Benefits:

- \$11 per hour (excluding training)
- Shared room during Orientation programs
- Meals during training and orientation
- Excellent leadership and work experience for your resume
- Potential references and letters of recommendation for future jobs and internships
- Develop and practice proficient public-speaking and interpersonal-communication skills
- Create great social bonds with fellow students
- Opportunity to apply knowledge and experience associated with your first-year experience
- Make a real difference in the lives of new NJIT students

Selection Process Overview:

Step 1: Attend an information session

While not required, applicants are strongly encouraged to attend an information session to learn about the OL experience and selection process. Please come prepared with questions.

Step 2: Complete the application

An electronic version of the application can be found [here](#).

The application is designed to better inform us about an applicant's background, academic pursuits, involvement on campus and in the community, and motivation for becoming an OL. Please be clear and concise in your written responses.

The application is made up of five parts:

- Applicant information
- Involvement Information
- Essay questions
- Confirmation and signature
- Letter of Recommendation

All parts of the application must be completed and submitted through the online application by 5:00 pm on February 28, 2020.

Step 3: Individual interview (*Pending Invitation*)

A select number of applicants will be invited to proceed to the individual interview process. Interviews will be conducted by Kristen DeGraff, the Associate Director for New Student Orientation, as well as the Lead Team. The individual interview process is designed to provide detailed insight regarding candidates' experiences, qualifications, and understanding of the OL role. Dress is business casual or NJIT apparel.

Step 4: Group interview (*Pending Invitation*)

The final round is a group interview conducted by the Associate Director and Lead Team. This component is designed to showcase how candidates work in a group setting. Dress is business casual or NJIT apparel.