

Student Orientation & Transition Programs 2027 Orientation Leader Position Description

Student Orientation and Transition Programs (SOTP) at Rutgers University-New Brunswick is looking for talented individuals to apply for the position of Orientation Leader.

Student Orientation and Transition Programs Overview

The mission of Student Orientation and Transition Programs is to welcome and develop students to thrive in their transition to and through Rutgers University-New Brunswick. During the year, SOTP focuses on assisting around 9,000 new students (first-year and transfer) and family members in their transition to Rutgers. The department collaborates with campus partners across the university through opportunities such as Student Orientation, Welcome Week, Transfer Week, and more.

Orientation Leader Position Overview

Orientation Leaders (OLs) are a team of dedicated undergraduate students who serve as resources to others, facilitators, positive role models, and official representatives of the university community and the Rutgers family.

Orientation Leader responsibilities include facilitating small group activities and discussions, participating in large group presentations, leading campus tours, serving as panelists, assisting with administrative, operational, and logistical tasks, and assisting with behind-the-scenes work such as resetting rooms, lifting, and moving boxes/supplies. Becoming an Orientation Leader is a rewarding opportunity for personal and professional growth.

Orientation Leader Compensation and Benefits

- **Pay:** The compensation for this position is \$16.48/hour (pre-tax) with the opportunity for overtime, to be paid out bi-weekly during the course of the summer
- [New Jersey Earned Sick Leave as per NJ Law](#)
- **Housing Accommodation:** On-campus housing accommodations for summer 2027
- **Meals:** Select meals provided during orientation sessions and select training sessions
- Staff uniforms will be provided: department polo, jacket, and backpack
- In this role, you will have the opportunity to:
 - Develop essential leadership and professional skills: including time management, interpersonal communication, small group facilitation, cultural competency, problem solving, and public speaking
 - Learn more about the University's history, traditions, opportunities, and services, and share this knowledge with incoming students and their families
 - Develop professional relationships with staff, students, and their family members and guests
 - Be part of a supportive team of student leaders while having an unforgettable summer experience, positively impacting the transition of new students and their families
 - Gain personal developmental support by a committed team of professional and graduate staff
 - Have FUN, grow, and get cool swag!

Criteria and Qualifications:

- No previous work experience necessary, we will train you!
 - All majors, interests, and identities welcomed!
 - Positive attitude and professional demeanor, flexible, strong work ethic, willingness to connect with others, team player, growth mindset and excitement for Rutgers University
- GPA: Must currently have and continue to maintain by the end of spring 2027 a minimum 2.5 cumulative GPA
 - GPAs for first-year students will be checked after fall 2026 grades are posted
- Applicants must not have any inactive and/or active conduct sanctions
- Be enrolled as a matriculating student at Rutgers University-New Brunswick for the fall 2027 semester
- **Must be available for ALL summer trainings and summer orientation sessions you are assigned to work**
- **No summer classes or other summer jobs (unless approved by the department Director)**
 - **If you are considering taking courses, please meet with a professional staff member to discuss this further before you sign the Orientation Leader Agreement.**
- International students must currently have a **F1 or J1** VISA and Workers Permit that allows them to work in the US. Able to work 35 hours per week (**summer differs from the 20 hrs during Fall/Spring semesters**).

Time Commitments

Please note there are some spring 2027 semester commitments (see below), but the majority of your time commitment is over summer 2027 and includes training and orientation sessions. Summer work weeks will consist of sessions with weekends off. During summer sessions between late-June to early-August, the daily work schedule will consist of Monday - Friday with some variation on start and end time depending on the day (e.g. 7am/8am - 6pm/10:30pm). You will be expected to work 5 days a week for training and 4 out of 5 days per week for sessions.

All Orientation Staff are expected to attend the following dates:

Spring 2027:

- Sunday, April 11th: New Hire Welcome - 1-3PM
- April Orientation Leader Mixer: Date and Time TBD

Summer 2027:

- Early June: Residence Hall Move in
- Early June-End of June: Staff Training
 - Training will entail presentations from campus partners, leadership development, skill-building activities, team bonding, and practice of key program components to prepare leaders for their orientation sessions.
- End of June - Early August : Orientation Program Dates - **You're working 4 days most weeks**
- Around July 4th: Full Staff Vacation
- August 6: Closing
- August 7: Residence Halls Move out
- End of August - Final Orientation Sessions
- End of August - First Week of September: Welcome Week

NOTE: This position description is subject to change based on University operating status or plans

Interview and Selection Information and Timeline

Application

Applications will be available starting October 30, 2026. Interested students can receive an application link after attending an information session or reviewing our informational video on the details of the Orientation Leader position, criteria, benefits, and time commitments located on our [website](#). Applications are due December 1, 2026, at 11:59 pm Eastern Standard Time. We will notify all applicants on Friday, January 8, 2027 of the status of their application. **Make sure to check your email over winter break on this date.**

Group Interviews

Select applicants will be invited to participate in our group interview process, which will be held the weekend of Saturday, January 23, 2027 - Sunday, January 24, 2027. Group interviews are where select applicants are placed in small groups to engage in activities related to teamwork, communication, and problem-solving. All candidates, regardless of moving forward in the process, will be notified on Wednesday, January 27, 2026.

Individual Interviews

Select applicants will be invited to participate in the individual interview process. Applicants will have the opportunity to select a 30-minute virtual interview that will be conducted with 2 staff members. Individual interviews will be held from February 8, 2027- February 19, 2027.

Offers, Work Agreements and New Staff Welcome

Notification of final staff selection will be done via Rutgers email on Friday, March 5, 2027. In order to accept the offer, newly selected staff must acknowledge and sign the employment agreement by March 15, 2027 Noon. New Hire Welcome will be Sunday, April 11, 2027, from 1-3 PM.