

Student Orientation & Transition Programs 2024 Orientation Coordinator 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. Rutgers SOTP is a vibrant and engaging office that loves to combine the tradition and legacy of our 250+ year old institution with new and innovative program components. For our staff, our work is our play. SOTP is a fun and positive environment. We value not just our work, but our relationships and our ability to support and care for one another.

Student Orientation and Transition Programs Overview

The mission of Student Orientation and Transition Programs (SOTP) is to welcome, prepare and engage new students and their families as they transition to Rutgers University-New Brunswick. During the year, SOTP focuses on assisting around 7,000 new students (first-year and transfer) and family members in their transition to Rutgers. Our office collaborates with campus partners across the university through opportunities such as Welcome Week, Transfer Week, Spring Orientation, and more.

Orientation Coordinator Position Overview:

The Orientation Coordinator position is from **February 2024 - September 2024** and is expected to work approximately **10 office hours per week during the spring semester**. During the spring semester, office hours will include planning summer projects, 1:1 meetings with supervisors, and staff meetings. During the summer, the Orientation Coordinator will implement first-year and transfer initiatives developed in the spring semester, meet with supervisors, supervise orientation leaders, perform office duties, and assist with training. The Orientation Coordinator for Student Orientation and Transition Programs will assist the department in developing orientation and transition initiatives by working on projects throughout the spring semester and will assist to execute orientation during summer. Some elements the Orientation Coordinator will assist with includes, but is not limited to:

- Presentations during sessions
- Structured observations of Orientation Leaders
- Supervise and train a group of Orientation Leaders
- Office duties include but are not limited to the development of program rosters, student group assignments, nametags, email, and phone coverage
- Setup and breakdown of orientation programs

Orientation Coordinator Compensation and Benefits

- **Pay:** Minimum \$15.88/hour (pre-tax) with the opportunity for overtime for the spring semester and for the summer (Summer Staff Training and Summer Orientation), 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 2024
- **Meals:** Select meals provided during all orientation sessions and select training sessions

- Staff uniforms will be provided: department polo, jacket, and backpack
- Personal and professional development opportunities

Criteria and Qualifications:

- **At least a second-year class standing**
- **Previous employment and/or leadership experience (required)**
- Must currently have and continue to maintain by the end of Spring 2024 a minimum 2.75 cumulative GPA
- Applicants must not be on student conduct probation or have any active sanctions with the University
- Be enrolled as a matriculating student at Rutgers University - New Brunswick for the Fall 2024 semester
- **Must be available for ALL summer trainings and sessions**
- **No summer classes**
- **No other summer jobs (unless approved by a professional staff supervisor)**
- International students must currently have a VISA and Workers Permit that allows them to work in the US. Able to work 40 hours per week.

Required Skills

- Ability to work in a fast-paced environment
- Familiar with technology platform (Microsoft Office, Google Drive, Slack/GroupMe)
- Attention to detail and willingness to learn
- Flexibility and adaptability
- Strong communication, time management, and public speaking skills
- Positive energy and enthusiasm
- Experience working with diverse groups of individuals

As an Orientation Coordinator, you are expected to attend the following dates:

Spring 2024

- **Spring Team Meetings: Weekly starting the Week of February 19th, 2024**
- **Ten (10) Office Hours Per Week - Mondays-Fridays, 8:30am - 5:30pm (starting week of February 26, 2024)**
- April 14th: New Hire Welcome - 1-4PM
- April Orientation Leader Mixer Date and Time TBD

Summer 2024:

- End of May: Residence Hall Move in and Staff Training
- End of June - Early August : Orientation Program Dates
- Around July 4th: Full Staff Vacation
- August 10: 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

Application will be available starting November 1, 2023. Interested students can receive an application link after attending an information session or reviewing informational video on the details of the Orientation Leader position, criteria, benefits and time commitments.

Applications are due December 1, 2023 at 11:59pm Eastern Standard Time. We will notify all applicants on Friday January 12, 2024 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 27, 2024 - Sunday January 28, 2024. A first-round decision will be made on who will continue to the individual interviews. Invitations will be sent via Rutgers email to those candidates. Candidates who are not proceeding to the next round will also be notified. We will notify all applicants that went through the group interview process on Tuesday January 30, 2024.

Individual Interviews

Select applicants will be invited to participate in the individual interview process. Applicants, will have the opportunity to select a 45 minute interview that will be conducted with at least 2 staff members. Individual interviews will be held February 5, 2024 - February 8, 2024.

Offers, Work Agreements and First Orientation Coordinator Meeting

Notification of final staff selection will be done via Rutgers email on Friday February 9, 2024. In order to accept the offer, newly selected staff must acknowledge and sign the employment agreement by February 14, 2024 at Noon. First Orientation Coordinator staff meeting will be Wednesday February 21, 2024.