

## **Student Orientation & Transition Programs 2024 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. 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 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. The department collaborates with campus partners across the university through opportunities such as Welcome Week, Transfer Week, Spring Orientation, and more.

### **Orientation Leader Position Overview**

Orientation Leaders (OLs) serve as ambassadors for the University as they welcome, prepare, and engage new students and their families in their transition to Rutgers University. OLs are a team of dedicated undergraduate students who serve as resources, 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, assisting with administrative, operational and logistical tasks, assisting with behind the scenes work such as resetting rooms, lifting and moving boxes, etc. and providing exceptional customer service to incoming students. 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 \$15.13/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 2024
- **Meals:** Select meals provided during all orientation sessions and select training sessions
- You will have the opportunity to develop essential career competencies sought out by employers for internships and post-graduation positions:
  - 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 & guests

- o 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
- o Personal developmental support by a committed team of professional and graduate staff
- o Have FUN! AND Get cool swag!
- o Great Resume Builder!

**Criteria and Qualifications:**

- No previous work experience necessary, we will train you!
  - o All majors, interests, and identities welcomed!
  - o Positive attitude and professional demeanor, flexible and willing to take initiative, strong work ethic and willingness to assist others, and enthusiastic and passionate about Rutgers University
- GPA: Must currently have and continue to maintain by the end of spring 2024 a minimum 2.5 cumulative GPA
  - o GPAs for first-year students will be checked after fall 2023 grades are posted
- 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.

**Time Commitments**

Please note there are some spring 2024 semester commitments (see below), but the majority of your time commitment is over summer 2024 and includes training and orientation sessions. Summer work weeks will consist of sessions with most weekends off. During NSO summer sessions between mid-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)

**All Orientation Staff are expected to attend the following dates:**

**Spring 2024:**

- Sunday, 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 All 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 Wednesday January 31, 2024.

### Individual Interviews

Select applicants will be invited to participate in the individual interview process. Applicants, will have the opportunity to select a 30 minute interview that will be conducted with 2 staff members. Individual interviews will be held February 12, 2024 - February 23, 2024.

### Offers, Work Agreements and New Staff Welcome

Notification of final staff selection will be done via Rutgers email on Friday March 8, 2024. In order to accept the offer, newly selected staff must acknowledge and sign the employment agreement by March 18, 2024 Noon. New Hire Welcome will be Sunday April 14, 2024 from 1-4PM.