

Student Orientation & Transition Programs 2025 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 Coordinator.

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 in their transition to 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. Our office collaborates with campus partners across the university through opportunities such as Fall/Spring Welcome Week, Transfer Week, Spring Orientation, and more.

Orientation Coordinator Position Overview:

The Orientation Coordinator position is from **February 2025 - September 2025** and is expected to work approximately **10 office hours per week during the spring semester**.

- During the spring semester, office hours will include collaboratively planning summer projects, 1:1 meetings with supervisors, and full 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

Some elements the Orientation Coordinator will assist with during the summer include, but is not limited to:

- Presentations during summer orientation sessions
- Structured Observations of Orientation Leaders
- Supervise and train Orientation Leaders
- Office duties include but are not limited to the development of program rosters, nametags, email, and phone coverage
- Setup and breakdown of orientation program- lifting and moving boxes/supplies
- Residence Hall Overnight Duty

Orientation Coordinator Compensation and Benefits

- **Pay:** Minimum \$16.24/hour (pre-tax) with the opportunity for overtime 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 2025
- **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:
 - Be a mentor/supervisor to Orientation Leaders
 - Be involved in event planning and program creation

- Develop essential career competencies in leadership and professional skills including interpersonal communication, cultural competency, customer service, 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! AND Get cool swag!

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 2025 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 2025 semester
- **Must be available for ALL summer trainings and sessions**
- **No summer classes or other summer jobs (unless approved by a professional staff supervisor)**
 - **If you are considering taking courses, please meet with a professional staff member to discuss this further.**
- 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
- Attention to detail and willingness to learn
- Flexibility and adaptability
- Strong communication, time management, customer service, 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 2025

- **Spring Team Meetings: Weekly starting the Week of February 17th, 2025**

- **Ten (10) Office Hours Per Week - Mondays-Fridays, 8:30am - 5:30pm (starting week of February 24, 2025)**
- **Spring Team Meetings: Weekly starting the Week of February 17th**
 - **Wednesday from 2-3:30 pm***
- **[NODA Regional Conference](#)-Friday March 7th-Sunday March 9th**
- April 6th: New Hire Welcome - 1-3 PM
- April Orientation Leader Mixer Date and Time TBD

Summer 2025:

- End of May: Residence Hall Move-in
- End of May- End of June: Staff Training
- End of June - Early August: Orientation Program Dates
- Around July 4th: Full Staff Vacation
- August 8th: Closing
- August 9: 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 November 1, 2024. 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 on our [website](#). Applications are due December 1, 2024 at 11:59pm Eastern Standard Time. We will notify all applicants on Friday, January 10, 2025 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 25, 2025 - Sunday January 26, 2025. All candidates, regardless of moving forward in the process, will be notified on Tuesday, January 28, 2025.

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 3, 2025 - February 6, 2025.

Offers, Work Agreements and First Orientation Coordinator Meeting

Notification of final staff selection will be done via Rutgers email on Friday February 7, 2025. In order to accept the offer, newly selected staff must acknowledge and sign the employment agreement by February 14, 2025 at Noon. First Orientation Coordinator staff meeting will be the week of February 17th, 2025.