

Student Orientation & Transition Programs 2025 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, 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. The department collaborates with campus partners across the university through opportunities such as Fall/Spring Welcome Week, Transfer Week, Spring Orientation, 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 \$15.49/hour (pre-tax) with the opportunity for overtime, to be paid out bi-weekly during the course of the summer
- **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:
 - Develop essential career competencies in 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! 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 and willing to take initiative, strong work ethic, and willingness to assist others, and have excitement for Rutgers University
- GPA: Must currently have and continue to maintain by the end of spring 2025 a minimum 2.5 cumulative GPA
 - GPAs for first-year students will be checked after fall 2024 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 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.

Time Commitments

Please note there are some spring 2025 semester commitments (see below), but the majority of your time commitment is over summer 2025 and includes training and orientation sessions. Summer work weeks will consist of sessions with most 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)

All Orientation Staff are expected to attend the following dates:

Spring 2025:

- Sunday, April 6th: New Hire Welcome - 1-3PM
- April Orientation Leader Mixer: Date and Time TBD

Summer 2025:

- Early June: Residence Hall Move-in
- Early June- End of June: All 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 Session(s)
- 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 located

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 30 minute virtual interview that will be conducted with 2 staff members. Individual interviews will be held February 10, 2025 - February 21, 2025.

Offers, Work Agreements and New Staff Welcome

Notification of final staff selection will be done via Rutgers email on Friday March 7, 2025. In order to accept the offer, newly selected staff must acknowledge and sign the employment agreement by March 17, 2025 Noon. New Hire Welcome will be Sunday April 6, 2025 from 1-3PM.