

2012 Orientation Student Leader *Job Description*

The position of Orientation Student Leader has proven critical to the success of our new First Year and Transfer students. The student leaders ensure that every new student will have at least one person they can connect with in order to get the information and support they need so they can make the strongest possible start at Keene State College. The College trusts the Orientation Student Leaders to serve as responsible and positive representatives of the College as a whole and to personally commit to a good start for the new students who are assigned to their care. This position, while taken very seriously by the college, is a unique, exciting, and fun experience for the Student leaders. The opportunity to work so closely with your future classmates is rewarding, while at the same time different than any other job you have ever had. Not to mention it is a great resume builder and demands of you the exact types of things that future employers will be looking for!

Objective:

The mission of Keene State College's Orientation program is to:

1. Assist new matriculated students in making a successful transition to the collegiate experience and to enhance their adjustment to the academic and co-curricular environment.
2. Provide the new students with quality first-time academic information and advisement in the understanding of their first semester course schedule.
3. Introduce new students to the Keene State College Community and to the values we as a Community hold important.
4. Introduce new students to the responsibilities they will have as productive and caring members of our Community.
5. Ensure maximum opportunity for inquiry and interaction among new students and the College Community in the exchange of information regarding campus life, services and programs.

Periods of Employment:

- I. Spring training dates (staff are required to attend 4 training sessions: two dates are required of all staff and two sessions are offered with a choice of two different times)

1. All Staff	March 25	Sunday	12-3 pm
2. Choice	April 3	Tuesday	7-9 am
	OR		
	April 5	Thursday	7-9 pm
3. Choice	April 9	Monday	7-9 pm
	OR		
	April 12	Thursday	7-9 am

4. **All Staff** April 15 Sunday 12-3 pm

Locations to be announced

II. Summer communication through e-mail with your assigned new students.

III. Orientation training and program: **August 20th – August 26th**. Orientation staff must be living on campus or in the Keene area during this one week period.

Job Description:

1. Student Orientation Leaders will act as official representatives of the college, assisting new students in their transition to Keene State College as well as the College with the retention of those students.
2. Student Orientation Leaders will work with new students during orientation.
3. Commitment to full participation throughout the August Orientation Program. This commitment includes attendance at all Orientation activities.
4. Work collaboratively with a variety of programs in Academic and Student Affairs.
5. Orientation Leaders will assist in the evaluation of the Orientation program.

Specific Responsibilities

3/25 -4/15

Training during the spring semester (see time and dates above)

5/1 – 8/19

- Communication with assigned new students throughout the summer to personally welcome them to KSC and answer any questions they may have about the College's programs and activities
- Via email, assist new students with academic advising and registration by explaining the different academic requirements and guiding them through the process.

8/20-8/26

- Participate in training and preparation for the formal Orientation program
- Welcome new students.
- Prepare materials
- Orientation Leaders will prepare and lead discussion groups with 30 new students regarding academics, student life, procedures and adjustment to KSC.

Ongoing

- Participate actively in Orientation events and in the planning of scheduled events.
- Complete all tasks assigned by Orientation Coordinators.

- Other duties that may be assigned by Orientation coordinators and professional staff.

Expectations:

- To gain a working knowledge of the college curriculum and an understanding of the use of the college catalog
- To be on duty throughout Orientation.
- To be skillful in web referral, resources and communication.
- To gain a knowledge of all professional and support services to assist incoming students.
- To become familiar with the academic and co-curricular activities and experiences available at Keene State College
- To function effectively as a group leader during orientation.
- To develop a working relationship with the administration and fellow student leaders.
- To understand and participate in positive group dynamics.
- To understand the philosophy and operation of orientation at Keene State College.
- To participate in all orientation training sessions.
- To express enthusiasm and willingness to perform their work to the best of their ability.
- To have initiative to seek out and meet needs of others without specific directions.
- To have empathy for the anxieties of incoming students.
- To be responsible and dependable.
- To be able to be self motivated and work independently.
- To be conversant with academic requirements.

Qualifications

- Ability to establish and maintain harmonious relationships with staff, faculty and, students.
- A minimum of one semester as a full-time student (12 credit hours minimum), during the 2011-2012 academic year.
- Minimum cumulative GPA of 2.5.
- Ability to lead discussions and express ideas coherently.
- Ability to express intelligence, creativity and maturity.
- To have a genuine interest in people and an interest in spending long hours working with them.
- To be in good academic standing.
- To be in good judicial standing.
- To be proficient in web communication.

Salary and Benefits:

Student Orientation leaders earn \$800.00 for the training they attend and the work they perform from June through August, 2012. The stipends are distributed throughout that period.