

Job Title: Orientation Leader

Location: NDMU Main Campus

Compensation: \$2,543 for the summer (before taxes), \$400 in flex for meals, free summer housing

Reports to: Dr. Jeannine Heynes, Director for Student Engagement and Community Programs

Positions Available: 7

Job Summary:

We are seeking highly motivated and enthusiastic individuals to join our Orientation Leader team for the summer season. As an Orientation Leader, you will play a key role in helping new students transition to college life by providing support, guidance, and resources during registration days, orientation weekend and welcome week. You will work closely with the orientation and student affairs staff to ensure a successful and memorable experience for all new students.

Responsibilities:

- Assist with the planning and preparation for all registration days, orientation and welcome week, including organizing materials, leading activities, giving tours, and welcoming new students.
- Lead small groups of new students during registration days and orientation, providing support, information, and guidance.
- Serve as a resource for new students during welcome week, answering questions, resolving conflicts, and referring students to appropriate resources.
- Work closely with the orientation and student affairs staff to ensure a seamless and well-coordinated experience for new students.
- Represent the university by attending meetings and providing feedback on policies and procedures for welcoming new students.
- Attend all trainings and debriefs
- Perform other duties as assigned by the orientation and student affairs staff.

Requirements:

- Must be a current NDMU student.
- Strong leadership skills, with the ability to work well in a team environment.
- Excellent interpersonal and communication skills, with the ability to build relationships with a diverse group of students.
- Ability to work a flexible schedule, including evenings and weekends.
- Ability to work all registration days, orientation, and welcome week.

Disclaimer: This is a seasonal position with hiring taking place on an annual basis. Compensation is reviewed each year, based on budget assessment, and is not guaranteed from

one year to the next. The contents in this description may change. Please review your contract if offered one for final details.