

# New Student Orientation Leader

**Title:** New Student Orientation Leader

**Anticipated Start Date:** June 2025

**Division/Office:** Office of Student Transition - New Student Orientation

**Reports to:** New Student Orientation Professional Staff Members (Director & Assistant Director)

## **Position Description:**

New Student Orientation Leaders (OLs) serve as resources during the orientation seasons for new students who are making the transition from their previous environment to the diverse academic, intellectual, and social culture of New Jersey Institute of Technology (NJIT). OLs are expected to possess a specific body of knowledge about NJIT, acquired through training and experience, and they must be sincerely interested in and skillful at sharing this information with first-year students, transfer students, and their family members. OLs act as a liaison to academic advisors and student services for new students and serve as role models. Selection to the OL team is an unique honor and a rewarding opportunity for personal and professional growth.

The minimum expectations and responsibilities for OLs include, but are not limited to:

## **Responsibilities:**

- Attend and participate in all training sessions
- Serve as a positive representation of NJIT to the new students
- Assist first-year and transfer students in acclimating to college by promoting a healthy, supportive, and educational environment
- Answer questions about both academic and social aspects of college life
- Facilitate activities for new students through direct involvement and participation
- Promote interaction among groups of new students during small-group discussions, icebreakers, and activities
- Help students reach their academic, social, and personal goals by referring them to the appropriate campus resources and professionals based on individual needs
- Explain academic opportunities and procedures relevant to the students' majors
- Facilitate student involvement on campus by sharing personal experiences
- Encourage the development of institutional pride
- Assist with the preparation of all orientation programs
- Be a liaison to the families of the incoming students and troubleshoot any questions and concerns
- Debrief as a team at the end of each orientation program

## **Learning Outcomes:**

Upon successful completion of the training, New Student Orientation Leaders will:

- Possess knowledge about the campus and resources
- Be familiar with the culture and policies of NJIT
- Learn leadership skills
- Improve interpersonal skills through effective communication with students
- Develop public-speaking and presentation skills through the implementation of the orientation events

**Required Qualifications:**

- Matriculated as a full-time undergraduate NJIT student throughout the duration of employment or a graduate student who completed their undergraduate degree at NJIT
- Good disciplinary standing with the University
- Completed at least 12 credits at NJIT at time of hire
- Cumulative GPA of 2.75

**Preferred Qualifications:**

- Work as an effective and productive team member
- Excellent communication and interpersonal skills
- Strong knowledge of campus and resources
- Mentoring experience
- Positive attitude and enthusiasm
- Ability to relate well with students, families, faculty, and administrators
- Proficient in navigating NJIT resources, Highlander Pipeline, Canvas, and Highlander Hub
- Demonstrated interest in helping others

**Required Work Days:**

*These dates are subject to change*

**Training Days:** June 15 (afternoon move-in); June 16-20 (mandatory)

**First-year/Family Orientation:** June 23, 25, 26; July 8, 9, 10, 29; August 26

**Transfer Orientation:** June 19; July 28; August 25

**NSO 2.0:** August 29

**Spring First-year/Family and Transfer Orientation:** January 2026 (TBD - the week before the semester starts)

**Compensation & Benefits:**

- \$15.49 per hour and adjusted per NJIT policies
- Excellent leadership and work experience for your resume
- Potential references and letters of recommendation for future jobs and internships
- Develop and practice proficient public-speaking and interpersonal-communication skills
- Create great social bonds with fellow students
- Opportunity to apply knowledge and experience associated with your first-year or transfer transition
- Make a real difference in the lives of new NJIT students and their families

## **Selection Process Overview:**

### **Step 1: Attend an information session**

While not required, applicants are strongly encouraged to attend an information session to learn about the OL experience and selection process. Please come prepared with questions.

### **Step 2: Complete the Highlander Hub application**

The application is designed to better inform us about an applicant's background, academic pursuits, involvement on campus and in the community, and motivation for becoming an OL. Please be clear and concise in your written responses.

The application is made up of four parts:

- Applicant information
- Involvement information
- Essay questions
- Confirmation and signature

**All parts of the application must be completed and submitted through the online application on Highlander Hub by 11:45 pm on March 4, 2025.**

### **Step 3: Individual interview (Pending Invitation)**

A select number of applicants will be invited to proceed to the individual interview process. Interviews will be conducted by the Professional Staff and Lead Team. The individual interview process is designed to provide detailed insight regarding candidates' experiences, qualifications, and understanding of the OL role. Dress is business casual or NJIT apparel.

### **Step 4: Group interview (Pending Invitation)**

The final round is a group interview conducted by the Professional Staff and Lead Team. This component is designed to showcase how candidates work in a group setting. Dress is business casual or NJIT apparel.