

New Student Programs

2017-2018 NSP Team Leads

General Information

New Student Programs, a unit within the University College, offers students, families, the campus, and community intentional opportunities to connect during the various transitions throughout the Saluki experience. By providing these connections, New Student Programs helps facilitate the integration of students and families into the intellectual, cultural, and social climate of Southern Illinois University and the greater community.

Position Description

New Student Programs will select six dynamic and mature undergraduate students to serve as NSP Team Leads for orientation, transition, and retention. NSP Team Leads are responsible for working together to plan and implement the various programs and services for first-year students, transfer students, and their family members/guests throughout their first year experience and beyond. NSP Team Leads will work closely with NSP staff in the design, organization and implementation of New Student Orientation programs, Saluki Startup/Weeks of Welcome, Saluki Sprint, Saluki Family Association, and many more programs. Each NSP Team Lead will focus on specific tasks and programs. Each NSP Team Lead will be involved with all new student programs with specific responsibilities in the following areas:

NSP Team Lead – Orientation (2 Leads: 1 focused on engagement, 1 focused on logistics)

- New Student Orientation
 - Student programming
 - Check-in, general sessions
- Orientation Leader recruitment and training
- Saluki Startup /Weeks of Welcome – make-up NSO, International/Grad orientation, Success Day

NSP Team Lead – Transition (2 Leads: 1 focused on engagement, 1 focused on logistics)

- New Student Orientation
 - Saluki Startup/ Weeks of Welcome promotions
 - Tours
- Startup Leader recruitment and training
- Saluki Startup /Weeks of Welcome events – Saluki Startup Kickoff events, Watermelon Fest, Basecamp, Job Fair

NSP Team Lead – Retention (2 Leads: 1 focused on Community Engagement, 1 focused on Family/Supporter outreach)

- New Student Orientation
- Family/guest programming
- Family materials
- Resource Fair
- Sibling Orientation
- Saluki Startup /Weeks of Welcome events –Family events, Saluki Sprint, Saluki Family Weekend

GENERAL RESPONSIBILITIES

- Complete all required trainings to remain employed by New Student Programs
- Serve on the planning and implementation teams for all NSP programs and events – New Student Orientation, Saluki Startup/Weeks of Welcome, Saluki Family Weekend, Saluki Sprint, etc.
- Share knowledge and showcase leadership to new NSP staff throughout the terms of employment including training sessions, meetings, staff retreats
- Serve as a role model and professional representative of New Student Programs during all programs and events
- Assist in providing a welcoming campus experience for students and their family members/guests
- Attend scheduled individual and staff meetings

- Participate in supplemental leadership development sessions, as needed
- Serve as a link between the Orientation Leaders, Startup Leaders, and NSP Staff
- Assist in the development of the recruitment plan and timeline for NSP staff hiring
- Secure marketing space, facilities, and RSO visits for the recruitment and selection processes of staff hiring
- Assist in developing interview materials: evaluations, handouts, activities, and candidate reflections
- Develop new creative ways to recruit a diverse population of students who meet qualifications
- Other duties as assigned

Qualifications

NSP Team Leads must meet the following qualifications unless otherwise approved

- One or more years in a leadership position (Orientation Leader, Resident Assistant, Exec board of RSO, etc.)
- Preferred – One or more years of experience as an Orientation Leader.
- Must possess and maintain minimum cumulative grade point average of 2.5
- Must be a full time student at SIU Carbondale – 12 or more credit hours in the fall and spring semesters
- Must attend all New Student Programs events: New Student Orientation, Saluki Startup, Weeks of Welcome, Saluki Family Weekend, Saluki Sprint, NSP staff meetings, etc.
- Good standing in regards to conduct and academics with the University
- Must be available to work from October 2017 – December 2018 (including June, July, and August 2018)
- Must be available for training, one on ones, and office hours ranging 10-20 hours a week.
- Must not hold any additional on campus employment; additional off campus employment must not interfere with required programs and events.

Traits

Successful NSP Team Leads demonstrate the following traits:

- Must be a self-starter
- Uphold guidelines set forth by New Student Programs, especially those involving student confidentiality
- Display strong interpersonal, communication, leadership skills, and the potential to further develop
- Knowledge of and commitment to the mission of SIU and the goals of New Student Programs
- Time-management skills and flexibility; the ability to motivate self and others
- Work well with a diverse staff and groups of new students, family members/guests
- Demonstrate enthusiasm for SIU and the Carbondale/southern Illinois region
- Strong desire to learn about all of the resources, services, opportunities, policies, and people at the University

Staffing Schedule and Terms of Employment

The NSP Team Lead position is a 14-month contract beginning October 2017 and ending December 2018. NSP Team Leads are expected to commit to the position for the entire term of employment. The estimated weekly time commitment is 20 hours per week, Monday-Friday, with occasional weekend and evening events. Hours will increase during the summer term into the first three weeks of fall. Additional responsibilities include weekend staff retreats, mandatory training sessions, and on-going programs, events, and services provided by New Student Programs.

NSP Team Leads may not commit to any other engagements that will interfere with work responsibilities, programs, and operations during the contractual period. In addition, NSP Team Leads are required to enroll in at least twelve credit hours during the fall and spring semesters. NSP Team Leads should consult with New Student Programs before committing to any additional responsibilities; including outside employment, summer coursework, internships, etc.

Remuneration

- Ranging from \$8.55 - \$8.75 per hour
- Some meals during New Student Programs' initiatives and programs, training, and other work events
- NSP staff shirts/polo (to be worn with designated pants/shorts/skirt and shoes, not provided by NSP)

Application Process

Applicants are strongly encouraged to speak with a full-time NSP staff member prior to applying for an NSP Team Lead position. Applications are available at orientation.siu.edu and must be submitted by 4:30pm Friday, September 22, 2017.