New Student Programs
2018-2019 Student Information Technology Staff

New Student Programs, a unit within the division of Student Affairs and the Dean of Students, 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.

Student Information Technology Staff Position Description
To help implement the programs and services outlined, New Student Programs will select dynamic and mature undergraduate students to serve as **Student Information Technology (IT) staff** with New Student Programs (NSP). Student IT staff work together to plan and implement various programs and services for first-year students, transfer students, continuing students, and family members/guests throughout their first year experience and beyond. Student IT staff work closely with NSP Staff in the design, organization, and implementation of New Student Orientation, Saluki Startup/Weeks of Welcome, Saluki Family Weekend, Saluki Sprint, and other programs.

**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.
- Serve as a 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
- Conduct regular meetings with New Student Programs staff to serve as a role model and representative for NSP
- Other duties as assigned

**INFORMATION TECHNOLOGY RESPONSIBILITIES**
- Provide technological support and knowledge throughout the terms of employment including planning and development periods, training, meetings, staff retreats, and all programs and events
- Serve as a resource to New Student Programs staff regarding: website management and design, SIU student technology (SIU Online, SalukiNet, Morris Library website, Guidebook/MYSIU app), Microsoft Office suite, software and websites used by the New Student Programs office, hardware and equipment, etc.
- Assist with the development of presentations for educational sessions to New Student Programs staff, incoming students, family members, and other constituents
- Work with our Media Team to use social media to engage New Student Programs staff, incoming students, family members, and other constituents; promote programs and events; respond to questions and/or concerns
- Prepare, set up, collect, and store all equipment needed for New Student Orientation and other programs/events
- Maintain inventory of all New Student Programs equipment
- Monitor functionality of all equipment in inventory; make recommendations for repair/replacement as needed
- Make recommendations for new information technology-related equipment purchases
- Make recommendations for use of software for all functional areas of New Student Programs

**Qualifications**
Student Information Technology staff need to meet the following qualifications unless otherwise approved by the Director of New Student Programs.

**REQUIRED**
- Must be a full time student at SIU Carbondale – 6 or more credit hours in the fall and spring semesters
- Must attend all New Student Programs events: New Student Orientation, Saluki Start up, Weeks of Welcome, Saluki Family Weekend, Saluki Sprint, NSP staff meetings, etc.
• Good conduct standing with the University
• Must be available to work summer, in addition to spring and fall terms
• Must be available for training, one on ones, and office hours 10-20 hours per week

PREFERRED
• Prior experience in an office environment.
• Prior experience working in information technology (can be part-time or student employment)
• Major in IT or a related field

Traits
Student Information Technology staff demonstrate the following traits:
• Initiative, ability to work independently
• Attention to details
• Critical thinking and problem solving skills
• Adherence to guidelines set forth by New Student Programs, especially those involving student confidentiality
• Strong interpersonal and communication skills and the potential to further develop
• Knowledge of and commitment to the mission of SIU and the goals of New Student Programs
• Ability to manage time and work effectively and efficiently
• Interest in working with diverse groups of staff, new students, family members/guests
• Interest in learning about new technology
• Strong desire to learn about all of the resources, services, opportunities, policies and people at the University

Staffing Schedule and Terms of Employment
Student Information Technology staff are employed on an ongoing basis. The estimated weekly time commitment is 10-20 hours per week, Monday-Friday, with occasional weekend and evening events. Hours will increase significantly during the summer term. Additional responsibilities include weekend staff retreats, mandatory training sessions, and on-going programs, events, and services provided by New Student Programs.

Application Process
To apply for a Student Information Technology staff position, please complete the online application at http://orientation.siu.edu/forms/view.php?id=115749. Applicants will also be required to have reference forms submitted by two full-time staff members at Southern Illinois University Carbondale. Questions about the Student Information Technology staff position and application process should be directed to the New Student Programs office at 618/453-1000 or orientation@siu.edu