

NSP (Orientation) Leader Position Description

NSP Leaders (OLs) assist incoming freshmen, transfer students, graduate students, and their families in their transition to Governors State University. OLs play a vital role in the Advising & Orientation program. They work closely with new students and their families on a wide variety of topics including academics, student involvement, housing options, and more. OLs provide information to new students about the GSU campus from a student perspective, while being a valuable asset as it applies to encouraging and motivating all incoming students to be successful. OLs serve before, during, and after the orientation season with training, preparation of materials, assessment, programming, and other activities related to successful new student orientations.

Qualifications:

- Have completed at least 1 semester as an enrolled student at GSU
- Minimum 2.5 GPA
- Exhibit enthusiasm, integrity and a positive attitude
- Enjoys working collaboratively with others
- Professionalism when working with students, faculty, and staff
- Strong written, oral, and interpersonal communication skills
- Understanding of concerns and issues faced by students
- Familiarity with campus resources and ability to refer students when appropriate
- Understanding and appreciation of diversity relating to students from a variety of backgrounds and abilities
- Ability to handle confidential student files and information
- Excellent time management, self-management, and organizational skills
- If working off-campus, be scheduled for no more than 15 hours per week during orientation season

Responsibilities:

- Attend all scheduled training sessions before and during orientation season
- Work during all orientations
- Must be able to commit to 20-25 hours per week during the orientation season (May-August)
- Facilitate transitional programs, workshops and activities for first year students, transfer/graduate students, and their families
- Portray GSU, its resources, agencies, services and campus life in a professional manner to new students and parents
- Attend and participate in weekly OL team meetings, leadership development programs, and training programs

Compensation/Benefits:

- Unique opportunity to welcome new GSU students and help them feel comfortable in a new environment
- Biweekly stipend during orientation season
- GSU clothing
- Development of transferable leadership skills (leadership, presentation, communication, interpersonal, and organizational skills)
- Ability to work in a team setting
- Personal confidence
- Networking opportunities and resume building