

Job Title: Summer Orientation Leader for Student Engagement Office

Location: Notre Dame of Maryland University

Compensation: \$2,543 for the summer, \$400 in flex for meals at Gator Grind, and free summer housing

Hours: Approximately 20 hours weekly

Reports to: Director of Student Engagement & Community Programs

Available Positions: 8

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 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 Weekend and Welcome Week, including organizing materials and leading Orientation activities.
- 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.
- Perform other duties as assigned by the orientation and student affairs staff (may include participating in photoshoots with Marketing, assisting with new Faculty tours, be present for Admissions if student reps are needed over the summer).

Requirements:

- Must be a current NDMU student with good academic and judicial standing
- 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
- Familiarity with Microsoft Office, Google Suite, and other relevant technology
- Ability to work registration days, orientation, and welcome week (June 21, June 27, July 11, July 15, Aug 23-25)

If you are passionate about helping new students transition to college life and have a commitment to student success, we encourage you to apply for this exciting Orientation Leader opportunity!