### Description Overview

**Primary Purpose of the Unit:**

The Office of New Student Services is housed in the Division of Student Affairs. The University is committed to the equality of educational opportunity and does not discriminate against applicants based on race, color, national origin, religion, gender, age or disability. Moreover, its doors are open to people of all races and it actively seeks to promote racial integration by recruiting and enrolling a larger number of white students, as well as other ethnic minorities.

**Primary Purpose of the Department:**

New Student Services exist to provide education, leadership, and professional development in the areas of college student orientation, transition and retention. The Office of New Student Services diligently works to connect the diverse range of undergraduates to the University so all students achieve academic excellence and find opportunities for intellectual exploration and discovery. New Student Services serves as the hub for the following new student events: New Student Orientation, Transitional Programs and Parent/Family Programs.

The primary purpose of New Student Services is to assist new students in making a successful academic and social transition into the university community. It is intended to support students in understanding the nature of the university, the educational opportunities available to them, and the values and functions of the university.

New Student Services not only fosters new students through various academic, cultural and social programs and activities within the department, but we also collaborate with faculty, staff, alumni, student services, as well as community colleges to establish a sound base of knowledge and resources for our students. It is our goal to provide programs and resources that will encourage intellectual curiosity, cultural exploration, and informal interactions with new students and parents.
Orientation Leaders will work with the staff of the Office of New Student Services with the duties and responsibilities of implementing New Student Orientation for the academic year. Orientation Leaders will develop leadership, facilitation, communication, and public relations skills by assisting new and transfer students in their transition to North Carolina Central University.

**Duties:**
- Assist in the implementation of orientation and transitional programs for new and transfer students and their families.
- Serve as a role model for incoming students and peers.
- Assist in the set-up and take down for events.
- Lead workshops, presentations, and discussions to provide students and their families with information and perspectives on campus life.
- Portray North Carolina Central University, its policies, agencies, services and campus life in a professional manner to new students and families.
- Additional responsibilities as assigned.
- Contribute to university’s enrollment efforts by accomplishing related NSS results as needed and all other duties as assigned.

**Qualifications:**
- Strong interpersonal communication skills: be ready to listen and respond to individuals’ questions and concerns; the ability to help others problem-solve and make decisions.
- Public speaking abilities: be comfortable interacting with audiences from 1 – 350 people.
- Commitment: be attentive to the responsibilities of the position, Orientation Team, Management Team and NCCU.
- Minimum 2.7 cumulative grade point average. Maintain 80% course completion rate.
- Be enrolled as an undergraduate at N.C. Central University for Fall 2016, Spring 2017 and Fall 2017 in good academic and judicial standing.
- Be available to attend a training seminar during the Spring Semester on Thursday’s at 3:30 – 5:30pm, January 19 – April 27, 2017.
- Attend Southern Regional Orientation Workshop (SROW) – March 9 – 12, 2017.
- Attend preparation workshops for Southern Regional Orientation Workshop (SROW)
- Commit to working 35-40 hours per week during the summer. Actual hours worked will vary based upon summer program schedules. You must refrain from taking summer classes, assuming another job responsibility, or engaging in conflicting outside commitments during the period of summer employment (June 2 – July 10). You will be unable to work any other on-campus job during the summer. Be available to work during Fall Orientation, Eagle Mania: Week of Welcome, Family Weekends, and Spring Orientation.
- Present a positive attitude and image of North Carolina Central University. Demonstrate an ability to work well with others (teambuilding skills)
- Communicate effectively (facilitating conversations). Demonstrate mature judgment
- Commit to a rigorous schedule, possess patience and flexibility.