# Student Coordinator

<table>
<thead>
<tr>
<th><strong>Department</strong></th>
<th>New Student Services</th>
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<tbody>
<tr>
<td><strong>Location</strong></td>
<td>A.E. Student Union G-30, G-35, G-36, G-37, G-38</td>
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<tr>
<td><strong>Rate of Pay</strong></td>
<td>$1,500.00 Distributed over the 4 month period</td>
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## 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.
POSITION DESCRIPTION

Team 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. Team 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:

- Become knowledgeable of New Student Services processes and culture. Assist NSs staff with daily projects, assigned tasks, and addressing the needs and issues of new students. Assist NSS peer leaders - Orientation Leaders (OL’s) and Eagle Excellence Freshmen Leadership Academy (E² FLA) with challenges during NSs events. Attend staff meetings, retreats and other NSS activities.
- Create a welcoming environment for new students and parents. Provide timely customer communication and technology-enabled visibility to monitor NSS process flows and respond to prospective student/parent inquiries. Update NSS social media accounts.
- Clerical/Administrative tasks (i.e., telephone/reception coverage, mailing and e-mailing projects, call campaigns, compiling documents, researching information to prepare for NSS events, etc.).
- Contribute in every facet of the new student process – planning, purchasing, production, transportation, storage and distribution, customer service, and more. Contribute in NSS planning sessions to provide insight on demand forecasting, inventory control, performance analysis, and troubleshooting prospective student/parent concerns.
- Contribute to university’s enrollment efforts by accomplishing related NSS results as needed and all other duties as assigned.

Qualifications:

- Current Full-time in good academic standing (at, or above a 2.7 cumulative grade point average) and 80% course completion
- Current Good judicial standing with office of Student Judicial Affairs
- Present a positive attitude and image of North Carolina Central University
- Strong commitment to New Student Services
- Demonstrate mature judgment
- Commit to a rigorous schedule, possess patience and flexibility
- Demonstrate strong organizational skills detail oriented
- Familiar with Microsoft Office 2010 and the internet