**New Student Orientation (NSO) Student Coordinator**

**Position Description**

The NSO Student Coordinator is an advanced leadership role, mentoring Team Leads on leadership development and peer mentorship. Coordinators work with professional staff to oversee the recruitment, selection, and training of Orientation Leaders and Team Leads and implement NSO programming. Acting as liaisons, they bridge communication between Team Leads and staff, manage NSO logistics, and uphold New Student Programs’ goals and outcomes to create a positive orientation experience for all.

**Student Coordinator Learning Outcomes**

As a result of serving as one of the New Student Orientation Student Coordinator, students will,

* ...mentor and supervise peers, enhancing your employment marketability.
* …understand how you can utilize your strengths in a work environment, working with a team to implement a program.
* …articulate your leadership style and vision.
* …practice inclusive communication and facilitation strategies for building connections and community.
* …increase mindfulness and appreciation of one’s own identity, diverse perspectives, backgrounds, and cultures.
* …develop a tolerance for ambiguity and critical decision-making ability in a complex environment.
* …build and nurture professional relationships with faculty, staff, and other students.
* …create a sense of community to establish a safe, inclusive, and supportive team amongst the Orientation Team.
* …practice conflict management skills that will help to ensure the effectiveness of the NSO team.
* …hone facilitation and communication skills that allow for effective discussion.
* … take initiative and address needs or issues that may surface during programs.
* …utilize knowledge about the Elon campus, community, and resources to create and implement programming.

**Responsibilities\***

NSO Student Coordinators work under the supervision and direction of the New Student Programs professional staff team. The NSO Student Coordinator team will work collaboratively, helping to ensure all programmatic goals are met. In addition, the major responsibilities of all NSO Student Coordinators are to,

* Serve as a role model for Team Leads, Orientation Leaders, and new students, by displaying the responsibility and maturity of an upper-class student and campus leader. Including adherence to university guidelines and policies.
* Schedule 8-10 posted office hours each week and additional hours as needed during the academic year.
* Meetings: weekly one-on-one with your assigned supervisor, other NSO Student Coordinator related meetings throughout the week, fall and spring NSO Student Coordinator retreats.
* Be available to staff the NSP table at yield events and other university related events.
* Mentor and train a group of Team Leads.
* Attend and help facilitate the Team Lead Leadership Development meeting in the spring semester on Thursdays from 4:15-6:30pm.
* Schedule at least one social event for your group of Team Leads outside of training time.
* Schedule at least one one-on-one meeting with each of your Team Leads before the end of the spring semester.
* Attend all trainings and retreats for Team Leads.
* Participate in the recruitment and selection of all staff.
* Assist in the training and mentorship of Orientation Leaders.
* Assist the professional staff in the planning and execution of all NSO related events.
* During the summer months, leading up to NSO, work a minimum of 30 scheduled hours during business hour.
* Work the entirety of staff training in August, leading up to NSO, and the entirety of NSO.
* Other duties as assigned.

*\* All responsibilities of this position can be adjusted to accommodate candidates with disabilities.*

**Preferred Qualifications**

* Have superior organizational skills, and be able to handle heavy detail work and perform under pressure.
* Have a strong awareness of deadlines and the importance of adhering to those deadlines.
* Have a high level of creativity and ability to think outside the box and the norm.
* Demonstrate a commitment to fostering diversity and building an inclusive community.
* Have the ability to work through stressful situations and handle them appropriately.
* Have excellent skills in public relations and communication (both written and verbal).
* Prior experience serving in a leadership capacity, ideally in a position that involves supervision and mentorship.
* Demonstrate a high level of responsibility in program management and planning.
* Acknowledge and support orientation involves constant change, reorganization, and evaluation. NSO Student Coordinators must be flexible and ready to make decisions, take initiative, and accept additional responsibilities.

**Minimum Qualifications**

* Undergraduate student in good standing with the university and possessing a minimum 2.9 cumulative GPA and good standing with the University at the time of application and throughout the period of employment.
* Previous Orientation Leader experience.
* Full-time academic status during the academic year leading up to NSO.
* Work well with a diverse group of people and work styles, and to work both independently and as part of a team.
* In this role, you are unable to study abroad in the Spring (2025) semester, as well as Summer (2025). You are allowed to study abroad in the Fall (2025) if it is after NSO though your position will end early.

**Benefits**

Selected candidates will,

* Gain significant leadership and supervisory experience while enhancing their employment marketability.
* Develop critical professional relationships with faculty, staff, and other students.
* Participate in a comprehensive professional development skills training program.
* Gain an appreciation of your own identity, diverse perspectives, backgrounds, and cultures.
* Earn a stipend for work done during the academic year and summer months leading up to NSO.

**Commitment during the Academic Year**

If selected to be a NSO Student Coordinator, it is essential that you be available to participate in all aspects of training and program development. During the fall and spring semesters, NSO Student Coordinator commitments are as follows,

* Participate in the NSO Student Coordinator retreat (**Late October**).
* Participate fully in all aspects of staff recruitment and training.
* Help plan and lead January New Student Orientation (**Two days before start of Spring Semester**).
* Assist with planning and facilitation of the Team Lead Leadership Development meeting (**Thursday 4:15-6:30pm**) and Spring Retreat (**First weekend in February**).
* Participate in Yield activities on campus.
* Regular individual meetings with your supervisor, weekly staff meetings, regular NSO Student Coordinator trainings, and weekly NSO Student Coordinator meetings.

All NSO Student Coordinators are expected to work an average of 8-10 hours per week during the school year, 30 (+) hours per week during the summer, all of the training sessions in August, and all of New Student Orientation.

**New Student Programs Commitment to Inclusion**

Diversity, equity, and inclusion are core values at Elon University and within New Student Programs. We are passionate about building and sustaining an inclusive and equitable working and learning environments for all students, staff, and faculty who intersect with our program. We believe every member on our team enriches our program by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver meaningful experiences. We believe in building and sustaining an organization that is reflective of the communities we serve, and is diverse in work background, experience, race, color, national origin, sex, age, religion, marital status, veteran status, sexual orientation, gender identity, ancestry, national origin, or sensory, mental and physical abilities. We believe that the resulting diversity is both a source of program strength and a matter of fundamental human fairness. New Student Programs is dedicated to fostering an inclusive and diverse community, where discrimination or harassment of any kind will not be tolerated. We are committed to providing reasonable accommodations for individuals with disabilities and will work with candidates to adjust the responsibilities of this position as needed to ensure equitable participation in our programs and trainings.