Texas State University
2017 Orientation Leader Position Description

What is New Student Orientation?

New Student Orientation is a program designed to help our newest Bobcats become familiar with our campus while preparing for academic success. The New Student Orientation program includes academic advising, course registration, an overnight residence hall experience, and opportunities to meet other new students. The program also introduces other campus resources to prepare students for a successful first day of classes.

The New Student Orientation program is designed to be a connective experience that will lead students through the process of academic advising and course registration, while also providing an overnight residence hall experience and opportunities to meet other new, incoming students and University staff.

New Student Orientation is offered at various times through the year with summer being the official orientation season.

What does an Orientation Leader do?

Orientation Leaders provide guidance and information about Texas State University to new students and their guests. Responsibilities of a leader include, but are not limited to:

- Represent the student experience at the Texas State University
- Maintain a professional demeanor by: taking initiative, following instructions, remaining flexible, and being punctual
- Lead student group discussions pertaining to University policies, resources, and environment
- Give brief tours of campus and highlighting various aspects of campus life
- Meet, greet, and mingle with new students, parents, and guests
- Provide assistance with course availability and course registration
- Assemble program materials and assist with check-in
- Draw from personal experiences to answer questions that may pertain to Texas State with a positive attitude and demeanor
- Work extended hours during each program, which includes early mornings and late nights often in the summer heat
- Assist with a required overnight residence hall experience
- Multitask, including: lifting, carrying and sorting of boxes and paper, while guiding participants and assisting fellow team members with assigned duties
- Answer repetitive questions while maintaining a positive attitude and demeanor

How Do I Become an Orientation Leader?

- Complete applications are due, via e-mail, on **Monday, November 7th by 11:59 PM**.
- Attend a Group Interview. Our office will be in contact to let you know time and date information after you application is received.
- Submit two reference forms. These forms can be found on our website admissions.txstate.edu/ol. You should complete the signature and reference release information before sending the file to your references. Have your reference put completed forms in an envelope, seal the envelope, and sign their name across the seal or have your references e-mail the form directly to nso@txstate.edu.
Qualifications

- Have a minimum 2.5 Texas State G.P.A.
- Be in good academic standing
- Be a full time undergraduate student for the fall 2016, spring 2017 and fall 2017
- Not be enrolled in summer courses
- Be able to lift boxes up to 30 pounds and move materials around campus
- Be able to give presentations to small and large groups
- Live in a residence hall during summer Orientation
- Other duties as assigned

Other Important Information to Consider

- Every year NSO is tasked with hiring the best and brightest students.
- As a member of the NSO team you will gain hands-on skills in: leadership, networking, and team-building.
- Being an OL means you are employed by the University and must represent Texas State both on and off the job.
- All interested applicants will be required to interview to determine eligibility to join the 2016-2017 NSO team.
- Please check your Bobcat Mail. This is how both the University and the NSO Office will be communicating with you about any required interviews, meetings, or any other pertinent information regarding the OL position.
- Please note that we do not guarantee that all applicants will be invited to join this year’s team.

Questions

If you have any questions regarding the application process or need further information, you may contact New Student Orientation at nso@txstate.edu.

Thank you for your interest in the 2017 Orientation Leader position.