

New Student Programs 2012 Application Information

Thank you for your interest in a position with New Student Programs. Orientation is a chance for new VCU students and their parents and family members to learn more about what VCU has to offer. New Student Programs employs 70 enthusiastic and resourceful students to become office assistants, orientation leaders, orientation resident managers. You will be the first contact for students and guests as they arrive on campus, and will guide them through their orientation experience. The New Student Program staff represents the best of VCU and demonstrates what being a member of the VCU learning and living community is all about.

Characteristics Desired of All New Student Program Staff:

Must be:

- . Energetic
- . Responsible
- . Reliable
- . Self Motivated
- . Honest
- . Creative
- . Flexible
- . Accepting of Others
- . Punctual
- . Team Players
- . Positive Role Models

Must have:

- . Pride in VCU
- . A strong work ethic
- . Leadership skills
- . Excellent communication skills
- . Group Facilitation skills
- . Ability to work with diverse groups
- . Good judgment
- . Fun and positive attitude

Office Assistant Position Description and Responsibilities

Be committed to serving students and families, including diverse populations, with positive customer service philosophy

Manage the day to day operations of the new student programs office;

- Fielding phone calls
- Sending and responding to emails
- Online managing of orientation registration and special events

Daily work hours are from 9:00 a.m. – 5 p.m. Monday – Friday*

Orientation Leader Position Description and Responsibilities

Be committed to serving students and families, including diverse populations, with positive customer service philosophy

Highlight VCU's spirit and tradition, academic expectations, campus life, and promote resources available for student success

Communicate pride in VCU's campus community

Be responsible for welcoming new students and their families into the community and assisting them throughout their summer orientation and several Welcome Week experiences.

Encourage new students and their families to ask questions, participate in discussions, and engage in building relationships with other students, faculty, and staff

Facilitate small groups throughout the program consisting of students or their guests to address academic and community expectations, student life issues, and answer participant questions

Actively participate in several program components including check-in, campus tours, campus life presentations, and evening activities

On duty hours are Monday – Friday, First Year Student Days: 12:00 p.m. – 10 p.m. and 7:00 a.m. – 2:00 p.m. every other week day. Transfer Student Days: 7:00 a.m. – 4:00 p.m.*

Resident Orientation Managers Position Description and Responsibilities

Manage assigned resident hall floors to ensure safety of all overnight orientation participants throughout the summer.

Live in the resident halls from May 20 to July 21. On duty hours are Monday – Friday, 9:00 p.m. – 8:00 a.m. and 12:00 p.m. – 3:00 p.m.*

Be responsible for welcoming new students and their families during check in at the residence halls.

Facilitate small groups during the overnight portion of orientation to address academic and community expectations, student life issues, residential life and housing expectations and answer student focused questions

Be committed to serving students, including diverse populations, with positive customer service philosophy

Highlight VCU’s spirit and tradition, academic expectations, campus life, and promote resources available for student success

Communicate pride in VCU’s campus community

***Attend a Mandatory Information Meeting**

Before applying, you are required to attend a single one-hour information meeting. This is your opportunity to ask questions, determine if this job is for you and receive further information regarding job descriptions.

Tuesday, February 7 – 12:30 – 1:30 p.m. Harris 2139

Thursday, February 9 – 12:30 – 1:30 p.m. Commons Theater

Wednesday, February 15 – 5:30 - 6:30 p.m. Commons Theater

Visit www.vcu.edu/uc for additional dates and times.

For more information, call VCU University College, New Student Programs at 804.828.3700 or email NSO@vcu.edu. All information is subject to change.

Application Process

1. Applications are available for download at www.vcu.edu/uc. Select “New Student Programs Staff 2012.”
2. Educate yourself on the position as much as possible. Read through the position description, application, and responsibilities thoroughly.
3. Attend a mandatory information meeting. Pick only one session to attend. Dates are listed on the website above.
4. Secure two VCU faculty or staff members to complete your reference forms.
5. You may submit all application materials to the University College, New Student programs, Hibbs Hall room 201, 900 Park Avenue (Attn: New Student Programs) or electronically to nso@vcu.edu no later than 5 pm Wednesday, February 22. You are responsible for verifying that your application packet is complete.
6. You may apply for all three positions but will only be hired for one.
7. Upon submission of your application, sign up for a Group Interview. Group Interviews will take place February 27-29, March 1-2. All applicants are required to attend one group interview. **If you submit your application electronically, you must come to Hibbs Hall room 201 to sign up for a group interview.**
8. Finalists will schedule individual interviews for March 5-8.
9. Applicants will receive final notification of their application status by March 9.

Conditions of Employment

All New Student Programs staff must be able to meet the following employment requirements:

A minimum VCU Cumulative GPA of 2.5 is required at the time of application and must be maintained through Spring 2012.

You must be a current degree seeking VCU (undergrad or graduate) student.

Previous experience in community living and/or supervision, hall governance, student organization participant or leader is preferred.

First year staff member may not take summer classes during New Student Orientation. Returning staff will be allowed to take summer classes by the discretion of the General Operations Manager.

Required Meetings and Important Dates

Subject to Change

NSP Meet and Greet: March 22, 5:00 – 6:00 p.m.

NSP Training: April 1, 2:00 – 4:00 p.m.

NSP Training: April 22, 2:00 – 4:00 p.m.

NSP Full Day Retreat: May 6, 10:00 – 4:00 p.m.

NSP Training Phase 1: May 14-18, 10:00 – 4:00 p.m.

Summer Orientation Early Bird Transfer Days: May 22 -23 7:00 a.m. – 4:00 p.m.*

ROM Training: May 21 – 25, 10:00 a.m. – 4:00 p.m.

NSP Training Phase 2: June 5-7 10:00 a.m. – 4:00 p.m.

Summer Orientation Program: June 11- July 20 (subject to change)

August Orientation Program: August 10, 13-16, 7:00 – 5:00 p.m.

Welcome Week Events: Week of August 20

New Student Convocation: August 21 1:00 – 6:00 p.m.

Compensation

Office Assistants: Hourly rate of \$8.25

Orientation Leader: Hourly rate: First time staff - \$7.50/ Returning staff - \$8.75. Taxes will be deducted as appropriate. Dinner and breakfast will be provided at Shafer Dining Center when on duty.

Orientation Residence Manager: Free housing will be provided May 20 - July21. Dinner and breakfast provided at Shafer Dining Center. A stipend of \$1500 (including retreats and training) to be distributed evenly throughout each pay period. This is a stipend position which pays a flat rate. Taxes will be deducted as appropriate.

VCU is an equal opportunity/affirmative action institution and does not discriminate on the basis of race, color, national origin, age, gender, religion, sexual orientation, political affiliation, veterans' status, or disability.