

NEW STUDENT ORIENTATION LEADER

Position Description

Title: New Student Orientation Leader	PIN:
Job Group:	Job Class Code:
Department: New Student Orientation	Grade/Pay Level:
Departmental Approval By: Thomasina Boardley	Date: 08/19/2021
Human Resources Approval By:	Date:

Reports To: Transition and Retention Specialist

Position Description

The New Student Orientation Leader (NSOL) serves as a university liaison to all new students and families. Each NSOL is responsible for assisting in all facets of orientation including planning, implementing and evaluating all orientation programs. New Student Orientation Leaders may be tasked with the responsibility of coordinating monthly retention-based programs as approved by the retention and transition specials. These programs will be geared towards each student. Each NSOL reports directly to the Transition and Retention Specialist and the Assistant Director for New Student Experiences.

QUALIFICATIONS

Each candidate must be a full-time Bowie State University undergraduate student, remain enrolled through the Fall 2021 semester and have completed 24 credit hours at Bowie State University by May 2021.

No student may hold the position while on academic or disciplinary probation as defined by the Bowie State University Student Code of Conduct.

OBLIGATIONS LISTED BELOW ARE BASIC OBLIGATIONS THAT ALL NEW STUDENT ORIENTATION LEADERS MUST MEET:

NSOL must be available for each of the orientation sessions.

NSOL must attend training sessions in their entirety.

NSOL must commit to attending all orientation-related programs.

NSOL must assist in coordination of assessments and wrap-up of the orientation programs.

NSOL must commit to all virtual/social media guidelines outlined.

NSOL must fulfill other duties assigned.