Office of New Student Transition Programs
NSTP Office Assistant Job Description

Job Description: Undergraduate students who have served in the role of “Welcome Team Leader” are sought to fill the role of NSTP Office Assistant. The Office Assistant will be responsible for administrative duties and tasks related to the successful implementation of student leader training, New Student Orientation, Fall Welcome, and other office hosted events.

Job Duties include:

- Manage registration system for New Student Orientation
- Prepare check-in materials for New Student Orientation
- Prepare materials for all events in advance
- Assist with logistical functions of events
- Answer phones, respond to emails accordingly
- Participate in Welcome Team Training
- Assist in various Admissions related events
- Uphold policies set by the University
- Other duties as assigned