Office of New Student Transition Programs
Welcome Team Leader Job Description

Job Description: Undergraduate students who have or are in the process of successfully completing two semesters at ISU will be hired to fulfill the role of Welcome Team Leader (WTL). WTLs will assist with the implementation of New Student Orientation, Summer Honors, and Fall Welcome. Opportunities to work with other Admissions sponsored summer programs may also be available. This opportunity will not only allow undergraduate students to have impact on the experience of new students, but also gain more knowledge about the University and supervision of other leaders.

Job Duties include:
- Participate in a spring retreat with all NSTP Staff
- Participate in Welcome Team Training
- Serve as Orientation Leaders (February through August)
- Serve as Summer Honors Counselors
- Serve as Blue Team Captains
- Serve as a positive role model to incoming students
- Assist in various Admissions related events
- Uphold policies set by the University
- Other duties as assigned

Benefits:
- Summer employment
- Leadership development
- Group facilitation
- Communication skills
- Indiana State University knowledge
- Networking with campus professionals
- Sycamore pride
- Make new friends
- The best summer of your life!
Office of New Student Transition Programs  
Welcome Team Leader Employee Agreement

I, ____________________________ , agree to employment as a Welcome Team Leader from February 10, 2014-August 29, 2014. New Student Transition Programs (NSTP) is committed to the following values and ethical standards. As a Welcome Team Leader, I understand, support, and will adhere to the following values and ethical standards.

I will:

- Be directly responsible to all members of NSTP, including the Welcome Team Coordinators, Graduate Assistants, and professional staff members.
- Fulfill the responsibilities and duties outlined in the Welcome Team Leader job description.
- Perform all job responsibilities and functions as expected by my immediate supervisor and the program.
- Respect the confidentiality of student records and other records in this position. Inappropriate and unauthorized disclosure of student records is grounds for immediate dismissal.
- Respect the confidentiality of information shared among the NSTP staff.
- Serve as a member of the Welcome Team and positively contribute to its cohesion and success.
- Abide by all Indiana State University (ISU) Policies [including those stated in the Undergraduate Catalog, Code of Student Conduct, and those created by the Offices of Residential Life, Dean of Students, Student Conduct and Integrity, and NSTP].
- Maintain an appropriate professional relationship with all incoming students and Welcome Team staff members both in person and through all media/communication outlets (Email, Facebook, Twitter, etc.).
- Ensure that conduct and dress reflect positively on my position as a staff member.
- Wear clothing that promotes the ideals of character, citizenship and civility, and refrain from wearing clothing that promotes alcohol, drugs, cigarettes or other colleges/universities.
- Neither directly nor indirectly promote the use of alcoholic beverages.
- Regardless of my age, refrain from possessing or consuming alcohol (especially while in any ISU housing) 24 hours before reporting to work while my Welcome Team employment agreement is in effect. I understand that this policy applies to any function or program in NSTP/Admissions, including transportation to and from such events.
- Demonstrate the appreciation of diversity in culture, ethnicity, disability, gender roles, economic class, religion, and sexual orientation.
- Discuss academic issues with attendees in a non-biased fashion. I will communicate to incoming students that I can only provide an opinion based on experience related to an instructor’s lecture and test style. I agree to refer students to their academic advisor for formal advising.
- Promote all options and opportunities at ISU [i.e. I will promote all residence halls, not just the halls I have lived in; I will promote all student organizations at ISU, not just organizations of which I am a member].
- Speak positively about ISU and other colleges/universities.
- Promote the ISU Bookstore as the bookstore of choice.
- Attend all training sessions, programs, events, briefings, meetings, and official functions unless specifically excused by the Director of NSTP or his designee in advance.
Office of New Student Transition Programs  
Welcome Team Leader Employee Agreement

It is understood I am:

- Required to maintain at least a 2.5 GPA through the end of the Spring of 2014 semester. Grades will be reviewed following the semester. Failure to meet this requirement will result in termination of employment.

- Required to live and sleep in Residential Life Housing during New Student Orientation (Summer 2014) and the Summer Honors program on nights prior to working and must abide by all the rules and regulations established by NSTP/Admissions, Dean of Students Office, the Office of Student Conduct and Integrity, and the Office of Residential Life.

- Required to complete a formal evaluation of the Welcome Team Training Program.

- Required to complete a formal evaluation of the Welcome Team Leader experience and exit interview.

- Required to wear the Welcome Team Leader uniform(s). Shirts and/or polos will be provided by NSTP or Admissions. Khakis/beige-colored pants or shorts are not provided by the office. Shorts must be appropriate/professional length.

- Aware that if I am terminated from or willingly leave the Welcome Team Leader position, the remaining portion (prorated amount by day) of the food stipend will be billed to my student account.

Upon completion of all expected duties and participation in all designated summer programs, remuneration for this position will consist of the following:

Hourly Wage: $8.25/hour during New Student Orientation and Fall Welcome  
Hourly Wage: $8.25/hour during the Summer Honors Program  
Housing: On-Campus from May 18 - July 3 (Orientation), July 18 – July 26 (Summer Honors), and during early August programs as needed.  
Board: Select Meals and Commons Cash during summer programs

In accordance with the Office of New Student Transition Programs, I understand I am not to be enrolled in any classes during Summer I. Distance courses are permissible during Summer II. I also understand I am not eligible to hold another position on or off campus from May 18 – July 2, July 18-26, and August 11-22, 2014.

It is also understood this contract will remain in force during the period specified above. During this time I am expected to fulfill the duties and responsibilities stated in my job description to the satisfaction of the Director of New Student Transition Programs. Failure to abide by these departmental expectations and policies in the Undergraduate Catalog and/or Code of Student Conduct will result in my dismissal. I understand that conditions in New Student Transition Programs may require a change in policies and procedures, and I agree to uphold and abide by all decisions of the Director of New Student Programs.

Student Employee Acknowledgement

Employee Name (please print) _________________________________  Date: __________________________  
Employee Signature: __________________________________________  Date: __________________________  
Supervisor Signature: _________________________________________  Date: __________________________