

Office of New Student Transition Programs

Welcome Team Coordinator Position Description

Job Description: Undergraduate students who have previously worked as part of the Welcome are eligible to be hired in the role of Welcome Team Coordinator (WTC). WTCs will assist with the implementation of New Student Orientation, work with Welcome Team Student Leaders and Welcome Team Family Leaders, assist with the Summer Honors program, fulfill Admissions Office duties, and help coordinate the Fall Welcome program. This opportunity allows Welcome Team Coordinators to gain supervisory experience, programmatic experience, and other administrative experience.

Job Duties (include, but are not limited to):

- Participate in retreats with all New Student Transition Programs staff
- Coordinate Welcome Team
 - Participate in the recruitment, interview, and selection process of all Welcome Team members
 - Assist with planning and orchestrating of the spring retreat for the Welcome Team
 - Assist with planning and facilitating Welcome Team Training overseen by the Professional Staff
- Serve in a leadership role for Admissions related events
 - Build relationships with Admissions Staff
 - Work in the Admission student office and conduct campus tours
 - Assist with additional Admissions office duties throughout the employment period
- Serve in a leadership role for New Student Orientation
 - Help coordinate two-day orientation programs in June
 - Assist with Spring and (Late) August Orientation
- Assist with and execute the Summer Honors Program overseen by the assigned Admissions Counselor
- Assist with and execute the Fall Welcome program
- Serve as a positive role model to Welcome Team and incoming students
- Uphold and adhere to all policies set by the University and the Office of New Student Transition Programs
- Attend the Regional Association for Orientation, Transition, and Retention in Higher Education (NODA) Conference
- Other intentional duties as assigned

Office of New Student Transition Programs
Welcome Team Coordinator Employee Agreement

I _____ agree to employment as a Welcome Team Coordinator for the 2017-2018 year. The ISU Office of New Student Transition Programs (NSTP) is committed to the following values and ethical standards. As a coordinator I understand, support, and will adhere to the following values and ethical standards.

I will:

- Be directly responsible to all members of the New Student Transition Programs staff, including all student leaders, graduate assistants, and professional staff.
- Fulfill the responsibilities and duties outlined in the Welcome Team Coordinator position description.
- Perform all job responsibilities and functions as assigned by my immediate supervisor and all NSTP staff.
- Respect and comply with University Policy regarding the confidentiality of student records and other records in this position. Inappropriate and/or unauthorized disclosure of student records data is grounds for immediate dismissal.
- Respect the confidentiality of information shared among the NSTP staff.
- Serve as an active member of the staff and contribute in positive ways to the team's cohesiveness and success.
- Abide by all ISU policies (including those stated in the Undergraduate Catalog and Student Code of Conduct, and those created and enforced by the Office of Residence Life).
- Maintain an appropriate professional relationship with all incoming students and student staff members.
- Make an effort to get to know *all* of the student staff, not just student staff with whom I personally connect.
- Be the "eyes" and "ears" for the professional staff and the university; and as such, accept responsibility for communicating to the rest of the professional staff any information about any staff members affiliated with NSTP.
- Ensure conduct and dress reflects 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 on campus (for example, while in my residence hall) or in conjunction with any NSTP function or program including travel to and from events while my employment agreement is in effect.
- Regardless of my age, refrain from possessing or consuming alcohol 24 hours before reporting to work while my employment agreement is in effect.
- Demonstrate the appreciation of diversity in culture, ethnicity, disability, gender identity, socio-economic class, religion, and sexual orientation.
- Discuss academic issues with prospective students in an unbiased fashion. I will communicate to incoming students that I can only provide an opinion based upon individual experience related to an instructor's teaching 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 in which I lived, or the halls equipped with air-conditioning; I will promote all student organizations at ISU, not just organizations of which I am a member).

- Speak positively about ISU and higher education in general.
- Promote the ISU Bookstore (Barnes and Noble at the corner of 4th and Cherry Streets) as the bookstore of choice.
- Attend all training sessions, programs, events, briefings, meetings, and official functions unless specifically excused by the Director of NSTP in advance, or in the event of an emergency related to personal or family issues.

I understand the following requirements:

- I am required to maintain at least a 2.50 GPA through the end of fall and spring semesters. Grades will be reviewed following the semester. Failure to meet this requirement will result in termination of employment.
- I am required to complete the New Employee Orientation offered by the Career Center through blackboard within 30 days of my initial hire date.
- I am required to live in the housing provided by NSTP on campus during Welcome Team Training, New Student Orientation, and Summer Honors and must abide by all rules and regulations established by the Office of NSTP, Office of Admissions, Dean of Students Office, Office of Residential Life, and Office of Student Conduct and Integrity.
- I am required to complete a formal evaluation of the program following the completion of sessions.
- During principal NSTP events (NSO, Summer Honors, and Fall Welcome) NSTP will be my primary source of employment. Additional employment is prohibited while one of these programs is in effect.
- Throughout the academic year I am allowed to work a maximum of 20 hours per week on campus, or 28 hours with special permission. My summer hours will depend on the requirements of the program.
- The employment dates for the WTC position are from October 16, 2017 – August 31, 2018

Remuneration for this position will consist of the following:

- Room & Board during select programs- Indiana State Residential Life accommodations during Welcome Team Training, New Student Orientation, and Summer Honors (specific dates to be determined)
- Hourly Pay at \$9.75

In accordance with the ISU Student Employment Policy, if I hold more than one on-campus position I will not work over the allowed (20) hours.

- This offer is contingent upon a satisfactory criminal background investigation. You may not begin work until the criminal background investigation results have been received and cleared by Human Resources.

It is also understood that this contract will remain in force during the period specified above provided I 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 the departmental expectations and policies in the Undergraduate Catalog/ISU Student Code may result in dismissal. I understand that conditions in the Office of NSTP may necessitate a change in policies and procedures and I agree that I will uphold and abide by all decisions of the Director regarding such changes. By signing below, I acknowledge that I have read the Welcome Team Coordinator Employee Packet and agree to its terms and conditions.

Student Employee Acknowledgement

Employee Name (please print) _____ Date: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____