Office of New Student Transition Programs

Blue Team Leader Position Description

Job Description: Blue Team Leaders will provide assistance to incoming students throughout the Fall Welcome program by assisting students in moving into their residence halls, preparing students for their first day of class, and being available to answer questions and address concerns that students and families may have during the move-in process.

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

- Assist new students and their families with the move-in process. This includes, but is not limited to, unloading vehicles and carrying students’ items into the residence halls
- Assist with the directing of traffic in designated move-in lots
- Attend a two-day training session for the position
- Answer questions new students and their families may have on move-in days
- Guide new students and families to the appropriate resources on move-in days
- Attend assigned Fall Welcome events (No exceptions)
- Other duties as assigned

This position requires that Blue Team Leaders have the ability to lift 20 lbs. and work outside in hot temperatures

Important Dates of Employment:

- Blue Team Leader Social: Wednesday, April 22, 2015
- Blue Team Leader Move-In: Tuesday, August 11, 2015 (if living on campus for Fall 2015)
- Blue Team Training: Wednesday, August 12 and Thursday, August 13, 2015
- New Student Move-In (Fall Welcome): Friday, August 14 – Saturday, August 15, 2015
- Fall Welcome: Sunday, August 16 – Friday, August 21, 2015
Office of New Student Transition Programs

Blue Team Leader Employee Agreement

I __________________________ agree to employment as a Blue Team Leader for the 2014-2015 year. The ISU Office of New Student Transition Programs (NSTP) is committed to the following values and ethical standards. As a Blue Team Leader, 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 Blue Team Leader position description.
• Perform all job responsibilities and functions as expected by my immediate supervisor and all NSTP staff.
• Respect the confidentiality of student records and other records in this position. Inappropriate and 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) while my employment agreement is in effect. I understand that this policy applies to any NSTP function or program, including transportation to and from such events.
• 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 preference.
• Discuss academic issues with prospective students in a non-biased 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.
It is understood:

- I am required to maintain at least a 2.20 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 complete a formal evaluation of the program following the completion of sessions.
- During Move-In and Fall Welcome NSTP will be my priority and primary source of employment.
  - Due to the short duration of employment, schedule conflict will not be accepted.

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

- Dates Employed: August 11, 2015 – August 21, 2015
- Early Move-In date if living on campus during Fall 2015 semester
- Some meals will be provided during the program
- Hourly Pay at $8.25

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

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 Blue Team Leader Employee Packet and agree to its terms and conditions.

**Student Employee Acknowledgement**

Employee Name (please print) _________________________________ Date: ______________

Employee Signature: _________________________________ Date: ______________

Supervisor Signature: _________________________________ Date: ______________