

New Student Orientation (NSO) Leader Position Description

Job Description

NSO Leaders support the efforts of all orientation related programs. Serving as a campus resource, these trained student volunteers are knowledgeable about the college experience and assist new students in their transition to CSUN. Leaders accomplish this, by aiding in the development of the student's personal, social, and academic skills for success. As we continue to monitor COVID-19, New Student Orientation will adhere to the public health guidelines and regulations set by California State University Northridge. Any changes made to those guidelines that effect the structure of NSO, will be shared with all members of the NSO team. Pending on campus programming restrictions, NSO could potentially be fully in-person, hybrid or fully online. As of now, we are anticipating for NSO to be held in-person on-campus. As we transition back, the NSO team will be responsible for maintaining the health and safety of our students, faculty, and staff.

With the ever-changing nature of COVID-19, there is a possibility that students will have the opportunity to return to campus. As a result, Orientation may become a hybrid experience for the incoming class of 2022. NSO leaders will be asked to lead small groups of students on a short tour around the campus. In this instance, we will make sure to adhere to the safety guidelines and social distance students.

Job duties may include the following:

- Assisting new students in navigating CSUN and its resources
- Engaging with students, faculty, and staff in Welcome All Matador (WAM!) events and activities
- Facilitating large and small group discussions
- Leading groups throughout the days of orientation via an online platform

Desired Leadership Characteristics

- **Approachability-** *Serve as a support and resource network, interacting respectfully with all persons including new students, NSO program members, and University staff*
- **Communicative-** *Timely in responding to NSO programming communications. Represent self and CSUN in the best possible way, understanding that actions have the ability to influence peoples' opinion and expectations of the University*
- **Dedication-** *Be available for office hours (will vary depending on projects). Attend all training sessions. Arrive on time and prepared to execute/perform tasks related to the program*
- **Maturity-** *Maintain professionalism in all actions, activities and dress, refraining from unethical boundary violations and inappropriate behavior. Refrain from negative speech about the University, University departments, its faculty, staff, and/or programs including online speech/communication*
- **Multicultural Sensitivity-** *Abide by University policies and values, considering any incidents of prejudices related to gender, race, ethnic origin, sexual orientation, religion, or ability to be intolerable*
- **Self-Motivated / Shows Initiative-** *Be actively in pursuit of success. Showcase curiosity, critical thought, and action-oriented goal setting*
- **Teamwork Oriented-** *Ability to work in a team environment and produce small team projects. Be open to views, ideas & opinions that differ from one's own*

Expectations

Under general supervision from SDTP professional and student staff, it is expected that Orientation Leaders will:

- Accomplish duties effectively, motivating peers to aspire to a higher work ethic as a team.
- Completion of Mentor/Mentee meetings (sometimes referred to as “Mata-Meets”).
- Attend and arrive promptly to all training sessions for student volunteers (tours, facilitation, etc.)
- Assist in logistical tasks including the set-up of an online zoom session or any other technological tasks (if NSO experience is virtual).
- Proficient in the use of technological devices and computer applications (*MS Word, PowerPoint*).
- Serve as a support and resource to peers (interacting respectfully with all persons including new students, NSO program members, and University Staff).
- Professional in all actions and activities which includes wearing the CSUN brand name appropriately and refraining from questionable/unethical boundary violations and/or inappropriate behavior.
- Represent oneself and CSUN in the best possible way, understanding that actions have the ability to influence peoples’ opinions and expectations of the University. This includes an online platform such as zoom.
- Abide by University policies and values, considering any incidents of prejudices related to gender, race, ethnic origin, sexual orientation, religion, documentation status, or ability to be intolerable.
- Refrain from negative speech about the University, university departments, its faculty, staff, and/or programs including online speech/communication.

Benefits

- Build knowledge and familiarity with the campus and resources
- Gain public speaking skills
- Increase CSUN Pride
- Leadership and diversity training
- Meet new people and create new friendships
- Priority Course Registration Date
- Valuable networking connections

Dates & Events

All times and dates *are subject to change at any time based on programmatic need*. Additional trainings and/or events may arise over summer as well. Adequate time will be provided for all Orientation Leaders as to allow them the opportunity to make necessary arrangements in attending.

Required Training Sessions for 2022

All required training sessions this season will be conducted in the Spring Semester and could be in-person on-campus or virtually while adhering to the social distancing and COVID-19 regulations.

We can guarantee that there will be at least four trainings that will help prepare you all for orientation sessions in July and August.

Welcome All Matadors (WAM!) Events 2022

As a result of our university switching to an online platform, there is the possibility that orientation leaders will NOT be needed for these events. However, if orientation leaders are asked to work these events, it is expected that you will be available to work at least one of these events. All dates and times will be emailed a week in advance, if these events do occur.

New Student Orientation 2022

Due to the changing nature of COVID-19, there is a strong possibility that Orientation will begin in mid-July. Please be available for **ALL** dates listed below, even though you are only required to work six days of First Time Freshmen Orientation, and 1 programming event from the following: Parent Day or International Orientation. Final schedules will not be released until June.

If you cannot make one of your scheduled orientation days, you need to find coverage AND must attend another Orientation for the one you missed. You are expected to be present at 6 total Orientations. All New Student Orientations will be held in August 2022. Parent day will take place in the beginning of the Fall 2022 semester.

Attendance: please note- we will aim to schedule a training the first Thursday of every month.

Additional training and/or events may arise over the summer and fall semester, and the coordinating staff will provide adequate time should any occur. Dates may be subject to change due to programmatic needs. Your attendance will be required for the following:

ORIENTATION LEADERS INTERVIEW:

- Thursday, February 24th on 12:30 PM - 2:00 PM / 8:30 AM - 10 AM
- Friday, February 25th on 9:30 AM - 11:00 AM

TRAINING:

- Training #1 (NSO Welcome) (MANDATORY) on Thursday, March 3rd 5:00 p.m. – 8:00 p.m.
- Training #2 on Thursday, April 7th – Time is TBD
- Training #3 on Thursday, May 10th – Time is TBD
- Training #4 (NSO Retreat- aiming for an overnight stay) on Thursday June 2nd – June 4th
- Mock Orientation on Friday, July 29th – Time is TBD

PROGRAM DATES:

- Commencement Dates (MANDATORY of 4 sessions):
 - Morning & Afternoon Sessions on Friday, May 20, 2022
 - Morning & Afternoon Sessions Saturday, May 21, 2022
 - Morning & Afternoon Sessions Sunday, May 22, 2022
 - Morning & Afternoon Sessions Monday, May 23, 2022
- First Time Freshmen Orientations x 8 sessions
- International/Transfer Orientations x 4 sessions
- Parent Day x 1 session

You will be able to provide us with your preferred schedule and we will do all we can to accommodate you. We ask that you keep all days available in the event where your initial preferences aren't accommodated.

Qualifications

- Minimum cumulative GPA of 2.5 or higher
- Currently enrolled CSUN student through at least December 2022

If you have any questions or concerns then our office is located in:

- **Location:** Office of Student Development and Transitional Programs (located in the University Student Union)
- **Office Hours:** Monday-Friday: 8am – 5pm
- **Email:** nso.leader@gmail.com
- **Matasync:** New Student Orientation