

### New Student Orientation (NSO) Leader Position Description

#### Position 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.

#### *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
- Guiding groups on informational campus tours

#### 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.
- Be provided a Matador Mentor to help provide guidance
- Attend and arrive promptly to all training sessions
- 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 team 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
- Displaying CSUN Pride with complimentary merchandise

## **Dates & Events**

All times and dates are subject to change at any time based on programmatic need. Additional trainings and/or events may be required. Adequate time will be provided to show all Orientation Leaders the opportunity to make necessary arrangements in attending.

## **Required Training Sessions for 2023**

*All required training sessions this season will be conducted in the Spring Semester and Summer Session.*

We can guarantee that there will be at least four trainings that will help prepare you for orientation sessions. One training in March, one in April, and one in June (NSO Retreat), and July (Mock Orientation).

## **New Student Orientation 2023**

Please be available for Summer 2023, even though you are only required to work a limited number of First Time Freshmen, Transfer, and 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. All New Student Orientations will be held in Summer 2023.

*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 notification in advance should any occur. Dates may be subject to change due to programmatic needs. Your attendance will be required for the following:

### ORIENTATION LEADERS INTERVIEW:

- Accommodate time for an interview on either:
  - February 9, 2023 from 4:00 PM to 6:00 PM
  - February 10, 2023 from 9:00 AM to 11:00 AM
- Orientation Leader interviews will the 2-hour time slots

### TRAINING:

To ensure your success in the program, we hold trainings the first Thursday of every month. We advise you to plan accordingly. If any problems should arise, let our staff know via email.

- Training #1 (NSO Welcome) (REQUIRED) on Thursday, March 2<sup>nd</sup> 5:00 p.m. – 7:00p.m.
- Training #2 on Thursday, April 6<sup>th</sup> 5:00 p.m. – 7:00 p.m.
- Training #3 on Thursday, May 4<sup>th</sup> 5:00 p.m. – 7:00 p.m.
- Training #4 (NSO Retreat- a 3-day & 2-overnight stay) - June 2023
- Mock Orientation – End of July 2023

### PROGRAM DATES:

- Honors Convocation
  - May 13, 2023
- Commencement Dates (4 Sessions Required):
  - May 19, 2023 through May 22, 2023
- First Time Freshmen Orientations
  - July & August 2023
- International/Transfer Orientations
  - July 2023 & August 2023
- Parent Programs
  - July 2023, August 2023, & October 2023
- President's Picnic
  - Fall 2023
- New Student Convocation
  - Fall 2023

You will be able to provide us with your preferred schedule and we will do all we can to match this schedule. Scheduling is on first come first serve basis so we ask that you keep all days available.

### Qualifications

- Minimum cumulative GPA of 2.0 or higher
- Currently enrolled CSUN student through at least December 2023

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