

Job Title
Office/Department
Location (Building)
Supervisor
Number of Student Workers Employed
Job Wage Rate or Range
Position Summary

Orientation Leader
New Student Orientation
The Commons
Karla Carney
3
\$450
Assist with supervision of peer
advocates; assist with planning and
implementing NSO

**Principal Duties
and Responsibilities**

Recruitment, selection and training of the
NSO team; planning and implementation of
staff training, Hillbottom games, etc; on-
going supervision of peer advocates and
assistance with trouble-shooting during
NSO

Knowledge Skills and Abilities

- Typing
- Phone Coverage
- Data Entry
- Research Assistant
- Tutoring
- Athletic Training
- Maintenance
- Receptions/Registrations
- Customer Service/Public Relations
- Microsoft Excel
- Microsoft PowerPoint
- Dreamweaver
- Troubleshooting PCs
- Sports Information
- Audiovisual Skills
- Library Circulation Desk
- Photography
- Maintain Inventory
- Heavy Lifting Required

- Filing
- Photocopying
- Cataloging
- Operate Switchboard
- Scheduling
- Telemarketing
- Scheduling
- Supervisory Responsibilities
- Microsoft Word
- Microsoft Access
- Installing Hardware
- Internet Searches
- Graphic Arts
- Sports Statistician
- Shelving Books
- Interlibrary Loan
- Food Preparation
- Cash Register Skills

Additional Job Qualifications

Must have been a peer advocate for at
least one year; must maintain a 2.5 gpa
and remain in good academic and
disciplinary standing; must be able to
attend all training and be on campus

for Blocks 1-3

Expectations

See above

Working Conditions

Long days

Other