



2022 New Student and Family Programs Student Coordinator Position Description

Student Coordinators (SCs) are student leaders who play an active role in advancing the mission and vision of New Student and Family Programs (NSFP) through leadership, support, and assistance for programs through special initiatives and projects. This position builds on previous NSFP student leadership experiences, further developing the peer mentoring and leadership skills that these students were previously introduced to. Strong SC candidates should exemplify adaptability, self-awareness, cultural competence, creativity, and effective communication. SCs serve as role models and provide peer supervision and development to the Orientation Leader and Weeks of Welcome Leader teams. This role demands a high level of commitment as it requires investment in various areas and assists in the recruitment, selection, training, and peer supervision of team members, and supports program initiatives by serving as project support during all programs.

Expectations/Qualifications

- Previous NSFP student leader experience (ex.: Orientation Team Member, Orientation Team Advisor, Welcome Week Leader, etc.)
- Enrolled as a full-time (minimum 12 hours) student during the Spring 2022 semester
- Availability to participate fully in all Orientation events, starting with Spring Orientation and ranging from trainings, events, and programs until the end of Fall Family Weekend
- Must sign and abide by the rules of the behavior contract distributed when offered a position on the Orientation Team including disaffiliation from organizations involved with during the summer through Weeks of Welcome
- Must be in and maintain good academic and disciplinary standing including a minimum cumulative GPA of 2.75
 - If GPA is lower than a 2.75, please provide an explanation in the Written Application
- May not have outside employment during summer training and New Student Orientation programs
- May not enroll in any summer courses either at Virginia Tech or any other institution

Roles and Responsibilities

- Serve as a role model and peer supervisor of the Orientation Leader and Weeks of Welcome Leader teams
- Participate in the recruitment, selection, training and supervision of the Orientation Leader and Welcome Week teams
- Lead projects in their assigned Focus areas (New Student Orientation, International Orientation, Weeks of Welcome, or Logistics)
- Assist professional staff in the execution of First-Year Orientation, Transfer Orientation, Weeks of Welcome, and other programs as assigned
- Serve as a Teaching Assistant for Orientation Leader course in the Spring semester
- Complete other projects and duties as assigned to support the mission of the NSFP office

Attendance & Participation Required at the Following:

Fall 2021:

- Student Coordinator Welcome (October 29th)
- Some events during the Orientation Leader selection process (based on availability)
- Meet the Team (December 3rd)

Spring 2022:

- Student Coordinator Retreat & Spring Orientation Training - (January 10th-13th, 2022)
- Spring Orientation (January 14th, 2022)
- Orientation January Retreat (January 2022)
- Office Hours (6-10 hours per week during the Spring semester)
- Staff Meetings (scheduled at the beginning of the semester, during Office Hours)

Continued on next page...



- Spring Student Coordinator Training Days (one per month, details TBD)
- Spring Orientation Leader course (Wednesdays 5:30-8pm, starting March 9th, 2022)
- NODA Region VIII Conference (March 25th-27th, 2022)
- Spring Family Weekend (April 2022)
- Spring Retreat (March/April 2022)

Summer 2022:

- Summer Orientation Team Retreat (May 2022)
- Summer Office Hours
- Orientation Summer Training (May 2022)
- First-Year and Transfer Orientation Sessions (June – July 2022)
- International Orientation Training (August 2022)
- International Orientation (August 2022)

Fall 2022:

- Weeks of Welcome Training (August 2022)
- Weeks of Welcome (August 2022)
- Fall Family Weekend (September 2022)

Confidentiality and Privacy

As an employee of New Student and Family Programs, you may participate in processes such as hiring and selection, and Orientation program registration and check-in where you may have access to private student information such as ID numbers, GPA, and employment status. In this role we ask that you always uphold the Family Educational Rights and Privacy Act (FERPA) when interacting with such information as in not doing so would be a direct violation of New Student and Family Programs, Virginia Tech, and federal law. By filling this position, you are agreeing to act with discretion when interacting with such information and agree to not share anything about another student's personnel file, or personal information unless necessary by law.

Mandatory Reporting

As an employee of New Student and Family Programs, you are deemed a Mandated Report under Code of Virginia 63.2-1509, which deems it necessary for an employee to report knowledge of any occurrence of abuse or neglect. New Student and Family Programs will provide a training for you to more deeply understand the responsibility of mandated reporting. By signing this, you are agreeing to attend the training and to seek out clarification when necessary about your role as a mandated reporter.

Compensation

- Payment
 - Spring Semester: \$11/hr
 - Summer Stipend: \$2,750
 - Weeks of Welcome: TBD

Stipends will be distributed over the course of the summer and Fall semester as determined by Payroll.

- Room and board during summer Orientation programs along with most meals during Summer Trainings and Orientation sessions
- Staff polos, jacket, t-shirts, backpack, and other items provided. Polos must be returned at the conclusion of the program.