



New Student Orientation Summer 2009 Job Description

New Student Orientation Leaders are responsible for participation, coordination and productions of each of the New Student Orientations. They each work under limited supervision and require specialized knowledge of the university and special skills. Each orientation leader is responsible for contacting students who have either, been admitted, applied or inquired about the university. They are thoroughly trained on what and how to share information with this pool. They must know the academic programs and the student services programs that are available at the university. They update, record and maintain databases that include confidential information on perspective students. Each leader is responsible for efficient, effective and accurate information that is provided to the perspective students and their parents or guardians. They each must be extremely outgoing, have a high level of charisma and must be passionate about New Mexico Highlands University. Throughout the course of contacting students they each must develop innovative ways to communicate verbally with the perspective students. They must make the connection and market the university to convenience the perspective student that New Mexico Highlands is for them, get them to complete their admissions application and register for an orientation.

Each student is required to be a LEADER during each of the six scheduled orientations. Each orientation will have approximately 100 perspective students and their parents in attendance. During the orientations, each leader must introduce themselves, present student services information and conduct thorough tours of the campus and the city to approximately 300 people. Each leader also assists each perspective students with their necessary paperwork, and with the advisement, registration and financial assistance processes. It is the Leaders responsibility to ensure that every guest on this day is fully informed and welcomed to our campus.

In addition, the leaders are also required to participate as guides during any special event that the university hosts. All leaders are also responsible for all other duties as assigned.



NEW MEXICO
HIGHLANDS
UNIVERSITY[®]

New Mexico Highlands University
ORIENTATION LEADER
SUMMER 2009 Application

Name: _____

Student ID#: _____

Phone # _____

Address: _____

Classification: _____ GPA: _____

City State Zip

of hours completed: _____

Please provide a short answer to the following questions:

WHY WOULD YOU MAKE A GOOD ORIENTATION LEADER?

WHAT IS YOUR FAVORITE PART ABOUT NMHU?

WHAT WOULD YOU INCLUDE IN THE ORIENTATION PROGRAM?

WHAT SKILLS DO YOU POSSESS THAT MAKE YOU THE BEST PERSON FOR THIS JOB?



ARE YOU COMFORTABLE WORKING IN TEAMS, AND IS SO GIVE EXAMPLES OF HOW YOU WERE OR ARE AN EFFECTIVE MEMBER OF A TEAM?

DO YOU HAVE THE ABILITY TO WORK WITH THE UTMOST RESPECT FOR CONFIDENTIAL MATERIALS?

Please list all of your activities either on campus/off campus/local community.

Please provide a name and phone number of one on-campus reference:

Name

Phone

Applicant Signature

Date