Aggie Orientation Leader Position Description

Overview of Position
Howdy! New Student and Family Programs (NSFP) is seeking current undergraduate students who are interested in being an Aggie Orientation Leader for the spring and summer of 2024. The Aggie Orientation Leader experience offers qualified students an exceptional leadership opportunity unlike any other on campus. Aggie Orientation Leaders play a vital role in supporting New Student and Family Programs in welcoming all new undergraduate students and their families to Texas A&M University during their New Student Conference (NSC) and Howdy Week.

Aggie Orientation Leaders serve as a resource, facilitator, and official student representative of Texas A&M throughout the NSC experience. NSCs are a two-day orientation program required for all new undergraduate students in order to register for classes. NSCs are designed to help students and their family members learn how to take full advantage of all the academic programs, student life services, and extracurricular activities Texas A&M University has to offer. Aggie Orientation Leaders also provide additional support during Howdy Week: Aggieland’s Official Welcome, held between move-in and the start of classes each fall. Howdy Week is a campus-wide effort of collaboration designed to help connect Aggies to a wide array of activities, organizations and important information to jump start their time in Aggieland.

Before You Apply
Before completing the online application, it is important you thoroughly read through this packet. This packet was created to provide you with specific details about the position and important dates that the Aggie Orientation Leaders are required to work.

Aggie Orientation Leaders will assume their responsibilities in April 2024, attending Saturday/Sunday trainings (see Appendix A), an online, asynchronous training between late April and early May, and a week of intensive training after final exams conclude in May. During summer NSCs, Aggie Orientation Leaders can expect to work 15-25 hours/week during the summer, based on the outlined NSC schedule in Appendix B.

Benefits
- Hourly wage of $10.00 will be paid throughout the duration of employment, with additional opportunities for a $0.50/hour raise for participation in January 2025 NSCs.
- Texas A&M branded apparel for NSCs and other NSFP-sponsored events.
- Lunch on all NSC Day 1s.
- Make effective decisions that result in quality customer service.

Responsibilities
New Student Conferences:
- Assist with checking in approximately 750 students and their families during each NSC.
- Facilitate conversations about the transition to Texas A&M with groups of approximately 25-30 new students.
- Serve as a student panelist to discuss the Texas A&M student experience and campus resources during various NSC sessions, including the Student Experience Panel and Family Q&A Panel.
• Provide programmatic support during various NSC sessions, including the Day 1 Wrap-Up, Resource Tables, and Breakout Sessions.
• Assist with the preparation of NSC materials and support professional staff in managing inventory for smooth NSC operations.
• Serve as a resource for new students and their families, familiarizing yourself with campus resources that aid in a successful transition.
• Assist with January 2025 NSC, as requested (dependent on employee’s anticipated graduation date).

Trainings and Meetings:
• Attend and actively participate in all Aggie Orientation Leader training sessions as outlined in Appendix A.
• Complete all assigned asynchronous trainings between the end of spring trainings and the start of Summer Intensive Training Days.
• Attend the Aggie Orientation Leader overnight retreat.
• Attend the Summer Leadership Summit in early- to mid-July 2024.
• Attend all monthly Aggie Orientation Leader check-in meetings and mid-summer evaluations, as requested.

Other Duties:
• Provide additional support during Howdy Week, Family Weekend, and other New Student and Family Programs and departmental events, as assigned.
• Serve as a positive role model, representing Texas A&M, the Division of Student Affairs, Student Life, New Student and Family Programs, and the Aggie Orientation Leaders.
• Ensure personal and team alignment to the core values, Aggie Code of Honor, and organization constitution.
• Demonstrate flexibility, dependability, responsibility, and punctuality consistently.
• Occasionally lift and carry objects weighing under 50 lbs.
• Perform other duties as assigned.

Required Qualifications and Expectations
Applicants for the Aggie Orientation Leaders must meet the criteria outlined below to be considered for position and through the duration of employment. Students must:
• Be a current, full-time Texas A&M undergraduate student through December 2024 (Blinn Team students and invited and encouraged to apply).
• Maintain a minimum 2.5 semester and cumulative GPA through the entirety of employment. GPA will be verified during the application process and each semester thereafter, through the duration of employment.
• Attend and complete all required trainings, including April trainings, asynchronous trainings, Summer Intensive Training Days, and the Aggie Orientation Leader Retreat.
• Be available to work various Fall 2024 Howdy Week events, as requested.
• Remain in good academic standing and have no pending cases with Student Community Standards at the time of application and through the duration of employment.
• Abide by State and University policies, as well as Texas A&M Human Resource policies.
**Taking Summer Classes**

Students selected for the Aggie Orientation Leader position may take in-person summer classes during their employment. Please note that commitment to being an Aggie Orientation Leader means committing to working all NSCs as outlined in Appendix B, unless prior approval from supervisor has been provided. Additionally, commitment to working during peak orientation times, from 6:30 a.m. to 1 p.m. is expected. Applicants should express their interest in taking in-person summer classes during the interview process.

**Holding an Additional Job**

Students selected for the Aggie Orientation Leader position may hold an outside job during the duration of their employment. However, Aggie Orientation Leaders are advised to communicate with their supervisor as soon as possible and ensure activities do not conflict with position responsibilities. Approval will be provided on a case-by-case basis, as NSFP must ensure NSC coverage.
APPENDIX A: IMPORTANT DATES

Applicants should be able to commit to all the below dates for the spring and summer of 2024 and communicate any challenges during the application and interview process. Dates are subject to change based on the 2024-2025 academic calendar and needs of the Division of Student Affairs, Student Life, and New Student and Family Programs.

SPRING 2024

April 7 ................................................. Aggie Orientation Leader Training Session 1 (in-person)
April 20 ................................................. Aggie Orientation Leader Training Session 2 (in-person)
April/May 2024 ..................................... Aggie Orientation Leader Training Session 3 (online, asynchronous)

SUMMER 2024

May 13-18, 20 ...................................... Summer Intensive Training Days (in-person)
May 16-18 ............................................. Aggie Orientation Leader Retreat (overnight)
May-August 2024 ................................. Summer NSCs (refer to Appendix B for NSC dates)
June & July 2024 ................................. Aggie Orientation Leader Meetings (monthly)
July 1-2 .................................................. Summer Leadership Summit (in-person)
August 15-20 ....................................... Howdy Week

FALL 2024

August 24 ............................................. Aggie Orientation Leader Banquet
August 25 ............................................. MSC Open House

SPRING 2025

January 2025 ....................................... January NSC Meeting
January 2025 ....................................... January NSCs
APPENDIX B: NEW STUDENT CONFERENCE DATES

The 2024 New Student Conference dates listed below were approved by the New Student Conference Committee. Applicants are expected to commit to all NSC dates and communicate any challenges during the application and interview process. Dates are subject to change based on the 2024-2025 academic calendar and needs of the campus community.

SUMMER 2024

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<tr>
<th>Date</th>
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<tr>
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<td>May 23-24</td>
<td>Transfer NSC Session 1</td>
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