

Aggie Orientation Leader Position Description 2025

POSITION OVERVIEW

Student Life-New Student & Family Programs (NSFP) is seeking current undergraduate students who are interested in being an Aggie Orientation Leader for the spring and summer of 2025. The Aggie Orientation Leader experience offers qualified students with an exceptional leadership opportunity unlike any other on campus. Aggie Orientation Leaders play a vital role in supporting NSFP in welcoming all new undergraduate students and their families to Texas A&M during their New Student Conference (NSC) and Howdy Week.

Aggie Orientation Leaders serve as a resource, facilitator, and an official student representative of Texas A&M throughout the NSC experience. The NSC is a two-day orientation program required for all new undergraduate students to register for classes. The NSC is designed to help incoming students as well as their families learn how to take full advantage of all the academic programs, student life services, and extracurricular activities Texas A&M 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.

Aggie Orientation Leaders will begin their responsibilities in April 2025, attending Saturday trainings (see Appendix A); completing an online, asynchronous training between late April and early May; and participating in 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.

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.

BENEFITS

- Hourly wage of \$12.00 throughout the duration of employment, with additional opportunities for a \$0.50/hour raise for participation in January 2026 NSCs.
- Texas A&M branded apparel for NSCs and other Student Life-sponsored events.
- Lunch on all NSC Day 1s.
- Leadership and professional development opportunities through hands-on experience, training sessions, and networking with students, university staff and other professionals.

POSITION RESPONSIBILITIES

New Student Conferences

- Assist with checking in approximately 750 students and their families during each NSC.
- Serve as a student panelist to discuss the Texas A&M student experience and campus resources during the NSC Student Experience Panel
- Facilitate conversations about the transition to Texas A&M with new students and their families.
- Provide programmatic support during various NSC sessions, including the NSC Resource Tables and Breakout Sessions.
- Work with professional staff to prepare NSC materials and manage inventory for smooth NSC operations.

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 2025.
- Attend all monthly Aggie Orientation Leader check-in meetings and mid-summer evaluation meetings.

Other Duties

- Provide additional support during Howdy Week 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 2025 (Blinn Team students are invited and encouraged to apply).
- Maintain a minimum 2.5 semester and cumulative GPA through the entirety of employment.
- Attend and complete all required trainings, including April trainings, Summer Intensive Training Days, and the Aggie Orientation Leader Retreat.
- Be available to work various Fall 2025 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.

CAN I TAKE SUMMER CLASSES AS AN AGGIE ORIENTATION LEADER?

Students selected for the Aggie Orientation Leader position may have the opportunity to take summer classes. However, it's important to balance this with the responsibilities of the role, including working all NSCs as outlined in Appendix B, particularly during peak orientation times. We encourage applicants to discuss their interest in taking summer classes during the interview process and to consider online, asynchronous courses to minimize conflicts.

CAN I HOLD AN ADDITIONAL JOB?

Students selected for the Aggie Orientation Leader position may hold an outside job during their employment. However, Aggie Orientation Leaders are advised to communicate with their supervisor as soon as possible and ensure that outside job 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 2025 and communicate any conflicts during the application and interview process. *Dates are subject to change based on the 2024-2025 academic year and needs of the Division of Student Affairs, Student Life, and New Student and Family Programs.*

SPRING 2025	
April 12*	Aggie Orientation Leader Training Session 1 (<i>in-person</i>)
April 26*	Aggie Orientation Leader Training Session 2 (<i>in-person</i>)
April-May 2025	Aggie Orientation Leader Training Session 3 (online, asynchronous)

*Please note that all in-person training sessions in Spring 2025 will be approximately 4 hours.

SUMMER 2025	
May 12-17, 19	Summer Intensive Training Days (<i>in-person</i>)
May 15-17	Aggie Orientation Leader Retreat (<i>overnight</i>)
May-August 2025	Summer NSCs (<i>refer to Appendix B for NSC dates</i>)
June & July 2025	Aggie Orientation Leader Meetings (<i>monthly</i>)
June 30-July 1	Summer Leadership Summit (<i>in-person</i>)
August 2025	Howdy Week
August 2025	End of Summer NSC Celebration

APPENDIX B: 2025 NSC DATES

The 2025 NSC Dates listed below were approved by the NSC Committee. Applicants are expected to commit to all NSC dates and communicate any conflicts during the application and interview process. *Dates are subject to change based on the 2024-2025 academic year and needs of the Division of Student Affairs, Student Life, and New Student and Family Programs.*

SUMMER 2025	
May 20-21	Freshman NSC Session 1
May 21-22	Transfer NSC Session 1
May 28-29	Freshman NSC Session 2
May 29-30	Freshman NSC Session 3
June 2-3	Freshman NSC Session 4
June 10-11	Freshman NSC Session 5
June 11-12	Freshman NSC Session 6
June 12-13	Freshman NSC Session 7 & Gateway NSC
June 17-18	Freshman NSC Session 8
June 24-25	Freshman NSC Session 9
June 25-26	Freshman NSC Session 10
June 26-27	Transfer NSC Session 2
July 8-9	Freshman NSC Session 11
July 9-10	Freshman NSC Session 12
July 10-11	Freshman NSC Session 13
July 15-16	Freshman NSC Session 14
July 16-17	Freshman NSC Session 15
July 17-18	Transfer NSC Session 3
July 22-23	Freshman NSC Session 16
July 23-24	Freshman NSC Session 17
July 24-25**	Freshman NSC Session 18
August 2025***	Freshman NSC Session 19 & Transfer NSC Session 4

**Please note that this NSC date is tentative and will be based on capacity needs for the incoming freshman class. NSFP will confirm this date by no later than end of the spring semester.

***Aggie Orientation Leaders are expected to work during the August NSC date. NSFP will confirm this date by no later than end of the spring semester.