Orientation Leader (OL)
Fall 2023-2024 Position Description

Overview
Thank you for your interest in becoming an Orientation Leader! Orientation Leaders (OLs) are the first people new students meet with in the Fall semester. OLs play a vital role in welcoming new students to NEC and preparing them for a successful year. The position allows students the opportunity to meet and engage with new students and help shape their experience at NEC and in Boston.

Duties and Responsibilities
- Attend OL On-Boarding and Training Day (See “Important Dates” section below)
- Assist with check-in and move-in of new and returning students into the residence hall
- Serve as a resource for students and parents during Orientation
- Facilitate, lead, and attend Orientation events; including, but not limited to, campus tours, welcome cruise, and walking tours/socials
- Supporting Orientation Central with Student Services staff
- Attend Fall Convocation
- Other duties as assigned

Compensation and Benefits
- $15.00 per hour for each assigned hour of work; not to exceed a total of 20 work hours per week
- Valuable leadership and teamwork experience
- Meet with and mentor incoming students
- Help facilitate Orientation events
- Return to Boston/NEC early
- Free Orientation Leader shirts!

Requirements
- Be a registered, full-time NEC student in good academic standing (At least 2.5 GPA for Undergraduates, 3.0 GPA for Graduate Students)
- Uphold all NEC policies as stated in the Academic Catalog and Student Handbook
- Attend NEC for a minimum of one (1) full semester
- Have a positive and welcoming attitude
- Possess leadership and teamwork skills
- Be a positive role model
- Have flexible availability to work during Orientation Week as scheduled
- Complete and submit an OL application via HR Student Employment
- Important Dates
  - April 18th: Applications Available (Open until all positions are filled)
  - May 1st-12th: Virtual Interviews (Interviews will be 30 mins via Zoom in ET)
  - May 12th: Position Offers
  - May 15th by 12pm Noon ET: Offer Acceptance/Denial Due to Student Affairs/HR
  - August 24th by 5pm ET: OLs return to Boston/NEC
  - August 25th: OL Training
  - August 26th: New Student Move In and (Prelude) Orientation
  - August 26th-September 3rd: Prelude and Welcome Week events (Plan to be available the entire 2 weeks; specific shifts will be assigned during OL training)
  - September 3rd: End of OL Position/Duties

If there are any questions, please contact the Office of Academic and Student Affairs at Student.Services@necmusic.edu