

Orientation Leader (OL) Fall 2024-2025 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 families during New Student Orientation
- Facilitate, lead, and attend Orientation events; including, but not limited to, campus tours, welcome cruise, and socials
- Supporting Orientation Central with Student

Affairs staff

- 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 New Student 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

- **Early May:** Applications Available (*Open until all positions are filled*)
- **May 13th-24th:** Virtual Interviews (*Interviews will be 30 mins via Zoom in ET*)
- **May 28th:** Position Offers
- **May 29th by 12pm Noon ET:** Offer Acceptance/Denial Due to Student Affairs/HR
- **August 22nd by 5pm ET:** OLs return to Boston/NEC
- **August 23rd:** OL Training
- **August 24th:** New Student Move In and
- **August 25th-September 3rd:** New Student Orientation 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