

## Summer Transfer Orientation Leader Job Description

### Expectations

- Attend one training in April (Date TBD)
- Attend training and transfer orientation from June 24<sup>th</sup>- June 26<sup>th</sup>.
- Move back early and help with week five orientation (Late August)
- Maintain excellence in customer service and professionalism at all times.
- Serve as a positive representative of the University to Transfer students and their families.
- Answer student and family questions about a variety of aspects of University life in a positive, professional manner

### Duties

- Call students and families to encourage registration for orientation
- Facilitate a group of transfer students during the program and help orientate them to Pace University.
- Confirm orientation attendees, presenters, room locations and other program logistic details
- Prepare and prep orientation items; including name tags, lists, giveaways and other items as needed
- Update and monitor the Finish at Pace Facebook page to communicate with new transfer students
- Contribute to the planning and implementation of the Summer 2015 Transfer Orientation program
- Other duties as assigned

### Compensation

- \$150 stipend.
- Housing when moving back early on Sunday, August 23.
- Some meals during training, work and in session