

Summer Transfer Orientation Leader Job Description

Expectations

- Attend training and transfer orientation from June 29th- July 1st.
- Move back early and help with week five orientation (August 31- September 2)
- 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
- Must attend orientation staff photo day on May 2 from 2 to 5pm.

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 2016 Transfer Orientation program
- Other duties as assigned

Compensation

- \$150 stipend.
- Housing when moving back early on Sunday, August 28th (resident students only).
- Some meals during training, work and in session