

## **Job Description**

The Summer Experience Leader position exists within the office of New Student Experience to welcome and acclimate new students to the campus during New Student Orientations, including Summer Experience Days and Week of Welcome. Summer Experience Leaders will play a vital role in helping new students transition by providing them and their families with information about E&H programs, services, and campus culture.

## **Preferred Qualifications:**

- Students must be in Good Academic Standing with the institution **(Mandatory)**
- Students must be in good conduct standing with the institution **(Mandatory)**
- Good Communication Skills
- Problem-Solving Skills
- Collaboration Skills
- Enjoy interacting with incoming students and families
- Summer & Weekend Availability

## **Job Responsibilities**

- Welcome and acclimate new students and their families to the campus during Summer Orientation programs.
- Attend all Summer Experience Days and Week of Welcome
- Promote interaction among groups of new students by facilitating icebreakers and small group discussions on college transition-related concerns and opportunities
- Lead campus tours, share personal stories, and identify essential campus locations for students and families
- Engage with a diverse and energetic team of student leaders
- Use problem-solving skills in a fast-paced and exciting environment.
- Facilitate evening activities to help students develop social connections
- Communicate with students before and after programs with social media
- Perform assigned logistical tasks related to orientation activities, including check-in, check-out, placement of signage, stuffing student folders, responding to family questions and concerns, etc.
- Assist in the preparation of Orientation activities and materials
- Uphold and enforce all aspects of the Emory & Henry College conduct code and address inappropriate behavior among students and guests in attendance at programs
- Other duties as assigned

