Department Mission:
The Office of New Student Programs (NSP) provides ongoing programs and services that support new students and families in transition to University of Missouri – St. Louis

Position Responsibilities:
- Serve as a positive role model, set an example, & be excited to promote the UMSL community to students.
- Must be able to communicate effectively, to provide assistance, and to promote accurate information to students regarding UMSL, campus, and welcome programming.
- Initiate and develop open communication & interaction with your new students, fellow leaders and professional staff.
- Work closely and effectively with Orientation Leaders and staff to make a memorable and welcoming environment for new students.
- Lead other students in programmatic components & sessions during family or student Orientation programs.

Requirements:
- Reliable, responsible, confident, creative, sincere, flexible, willing to help, and good communication skills.
- An energetic and fun personality, positive attitude, and dedication to the role.
- Minimum of 2.5 cumulative GPA for the OL role.
- Eligible to register as an undergraduate student at the University of Missouri-St. Louis (UMSL) from now (Fall 2020-Fall 2021).
- Basic knowledge of UMSL campus and desire to further knowledge.
- Able to attend all training and Orientation dates on following pages.
- You are not allowed to enroll in summer courses or study abroad in the summer, as they would conflict with required dates on the next page. You need to be present to work all dates on next pages.

Compensation:
- The opportunity to impact the lives, experiences, and academic success of first-year students at UMSL.
- To build deep bonds and friendships with other students and increase your professional network with staff/faculty on campus.
- Experience as a Para-professional to gain personal and professional skills for your future with the trainings.
- **Hourly wage: $10.30 per hour**
- Additional Perks: OL apparel items, meals during programs, and much more!
- **Potential Option for On-Campus Living in Residential Life and Housing facility during May-August.** (Must complete Residential Life and Housing volunteer hours for compensation of living on campus listed on next pages volunteer dates. This does not include a meal plan.)

Required Dates:
**SEE NEXT PAGE FOR ORIENTATION DATES MUST BE AVAILABLE TO WORK ALL DATES.** Will be notified upon hired or as soon as NSP staff knows if any dates have changed to the dates listed on the following pages. Please note the hour’s estimation is an estimate and is subject to change.

NODA Regional Conference (if selected & availability), team socials, and ResLife Volunteer Hours (compensate for Housing if interested) are included in dates, but are **NOT PAID EVENTS.**
MUST BE AVAILABLE TO WORK ALL DATES. WILL BE NOTIFIED IF DATES CHANGE UPON HIRED—DATES SUBJECT TO CHANGE.

**December (17 hours)**
- Saturday, December 5 (9am-5pm) OL Virtual Retreat
- Friday, December 18 (2pm-5pm) NSP: OL Prep for Virtual Orientation – VIRTUAL
- Monday, December 21 (8am-2pm) Virtual Orientation

**January (15-20 hours)**
- Wednesday, January 13 (2pm-5pm) NSP: OL Prep for Virtual Orientation – VIRTUAL
- Thursday, January 14 (8am-2pm) Virtual Orientation
- Saturday, January 16 (8am-2pm) Virtual Orientation
- Monday Jan. 11 – Friday, Jan. 22 TBD Work shifts for Welcome Bags & Virtual Programming

**OL Spring Trainings (January-April—19.5 hours)**
OL Spring Meetings begins, week of January 19 first meeting to last meeting end of April, (1.5 hours, per week, for 13 weeks).

Week of the following dates:
- Week of Jan. 25
- Week of Feb. 1
- Week of Feb. 8
- Week of Feb. 15
- Week of Feb. 22
- Week of March 1
- Week of March 8
- Week of March 15

**OL Dance/Song Practices (December-February 13 hours)**
Week of the following for practices:
- December Winter Break—create song virtually (2hr)
- Week of Jan. 19—finalize song (2 hr)
- Week of Jan. 25 -record song (3hr)
- Week of Feb. 1—practice dance (3 hr)
- OL Performs at Homecoming: Feb. 12 5pm-8pm evening practice prior and then perform (3 hours)

**March/April (6 or more hours, optional 20 more hours)**
- Saturday, March TBD (10:00am-3:00pm) UMSL Day
- March 2021 TBD Virtual NODA Regional Conference TBD
- Monday, March 29-Friday, April 2 (2pm-5pm, 15 hours) OL Phone Calling optional over Spring Break

- Monday, April 5-April 16 (various times) OL Video Taping, sign-up for shifts—timeslot as it gets sooner

**May (paid NSP 88 hours)**
- Sunday, May 2 (11am-4pm) Welcome Leader Spring Training
- Thursday, May 13 (2pm-5pm) NSP OL Prep Work
- Friday, May 14 (7am - 4pm) Transfer Student Orientation (TSO)

- Monday, May 17 (2pm-5pm) NSP OL Prep Work: OL Photo Day & Phone calling/ tasks
- Tuesday, May 18 (8am-4pm) OL Camp-low ropes course
- Wednesday, May 19 (9am-5pm) OL Training
- Thursday, May 20 (9am-5pm) OL Training
- Friday, May 21 (9am-1pm) OL Training + Fun social
- Monday, May 24 (9am-5pm) OL Training
- Tuesday, May 25 (9am-5pm) OL Training
- Wednesday, May 26 (9am-5pm) OL Training
- Thursday, May 27 (9am-5pm) OL Training
- Friday, May 28 (8am-4pm) Orientation Transition Retention Showcase/NSP OL Prep Work

**June (volunteer-Reslife/socials & paid NSP 98 hours)**
- Tuesday, June 1 (2pm-10pm) NSP OL Prep time/Triton Overnight Experience Session 1
- Wednesday, June 2 (7am-6pm) New Student Orientation (NSO)
- Thursday, June 3 (10:30am-12pm) Reslife OL 2021 Team Volunteer Hours to compensate OL housing
- (3pm-10pm) Triton Overnight Experience Session 2
- Friday, June 4 (7am-6pm) New Student Orientation (NSO)
JUNE CONTINUED

Monday, June 7
(10:30am-12pm) Reslife OL 2021 Team Volunteer Hours to compensate OL housing
(3pm-10pm) Triton Overnight Experience Session 3 **Transfer session
Tuesday, June 8 (7am-4pm) Transfer Student Orientation (TSO)
Wednesday, June 9
(12:30pm-2pm) OL Social (not paid for fun)
(2pm-5pm) NSP OL Prep: OL Admitted Student Phone Calling
Thursday, June 10
(9am-12pm) Reslife Volunteer Hours to compensate OL housing
(2pm-5pm) NSP OL Prep Work
Tuesday, June 15
(10:30am-12pm) Reslife Volunteer Hours to compensate OL housing
(2pm-5pm) NSP OL Prep Work
Wednesday, June 16 (3pm-10pm) Triton Overnight Experience Session 4
Thursday, June 17 (7am-6pm) New Student Orientation (NSO)
Friday, June 18
(10:30am-12pm) Reslife Volunteer Hours to compensate OL housing
(3pm-10pm) Triton Overnight Experience Session 5
Saturday, June 19 (7am-6pm) New Student Orientation (NSO)

****OL BREAK from role: Great time to take vacations/trips from June 20 to July 4 ****

JULY (volunteer-Reslife/socials & paid NSP 65 hours)

Thursday, July 1 (2pm-5pm) if Available - NSP OL Phone Calling
Tuesday, July 6
(9am-12pm) Reslife Volunteer Hours to compensate OL housing
(2pm-5pm) NSP OL Prep Work
Wednesday, July 7 (3pm-10pm) Triton Overnight Experience Session 6 *Transfer session
Thursday, July 8 (7am-4pm) Transfer Student Orientation (TSO)
Friday, July 9
(9am-12pm) Reslife Volunteer Hours to compensate OL housing
(1pm-5pm) OL Mid-Summer Social TBD, fun time not paid
Monday, July 12
(9am-12pm) Reslife Volunteer Hours to compensate OL housing
(2pm-5pm) NSP OL Prep: Prep & OL Admitted Student Phone Calling
Tuesday, July 13
(9am-12pm) Reslife Volunteer Hours to compensate OL housing
(2pm-5pm) NSP OL Prep: Prep & OL Admitted Student Phone Calling
Wednesday, July 14
(10:30am-12pm) Reslife Volunteer Hours to compensate OL housing
(3pm-10pm) Triton Overnight Experience Session 7
Thursday, July 15 (7am-6pm) New Student Orientation (NSO)
Friday, July 16 (7am-4pm) Transfer Student Orientation (TSO)
Thursday, July 29
(8am-3pm) If Available - Virtual Orientation (International & FTC/TRN)
(2pm-5pm) If Available - NSP OL Phone Calling

****OL BREAK from role: Great time to take vacations/trips from July 18 -August 1 ****

AUGUST & SEPTEMBER (volunteer-reslife/socials & paid NSP 79)

Wednesday, August 4 (1pm-5pm) NSP OL Prep Work
Thursday, August 5 (10:30am-12pm) Reslife Volunteer Hours to compensate OL housing
Tuesday, August 6 (7am-4pm) Transfer Student Orientation (TSO)
Friday, August 13 (9am-5pm) NSP OL Prep Work —bring own lunch will have break
Saturday, August 14 (8am-4pm) Transfer Student Orientation (TSO)
Tuesday, August 17 (9am-5pm) NSP OL Prep Work —bring own lunch will have break
Wednesday, August 18 (7am-6pm) New Student Orientation (NSO)
(6pm-10pm) Welcome Leader Training (meal included)
Thursday, August 19 - Sunday, August 22 Triton Take-Off Weekend **schedule as it gets sooner, keep all day open – possible 30-40 hours this weekend to get paid
Monday, August 23-Tuesday, August 24 Help-A-Triton Table, volunteer for two shift

September 13-17 (1 hour) OL Exit Interviews, will sign-up for timeslot paid NSP
September 20-24 (5pm-7pm) OL End of Year Celebration, team will vote on date to meet not paid fun