

New Student Program & Campus Visits - Triton Leaders Job Description

Department Mission:

The Office of New Student Programs & Campus Visits in the Enrollment Management Division provides ongoing programs and services that support prospective, admitted, new students and families in transition to University of Missouri – St. Louis (UMSL).

Triton Leaders will work in all positions according to need. These positions include the following:

- Orientation
- New Student Programs Front Desk
- Welcome Center Front Desk
- Communication Station
- Campus Daily Tours + Group Tours
- Special Events

Triton Leader - Orientation Position Responsibilities:

- Lead other students in programmatic components & sessions during family or student Orientation programs.
- 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, resources, and campus.
- Initiate and develop open communication & interaction with your students, fellow leaders and professional staff.
- Work closely and effectively with student leaders and staff to make a memorable and welcoming environment for prospective and admitted students and their guests.
- Other duties as assigned.

Triton Leader - New Student Programs Front Desk Position Responsibilities:

- Assist prospective and admitted students and their guests with questions in-person or on the phone.
- Serve as greeter to all that come into the New Student Programs
- Navigate questions and concerns at the desk and to connect students with correct service or information.
- Work on various tasks at the desk from phone calling, assist with walk-ins, daily tasks, and much more.
- 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, resources, and campus.
- Initiate and develop open communication & interaction with your students, fellow leaders and professional staff.

Triton Leader - Welcome Center Position Front Desk Responsibilities:

- Assist prospective and admitted students and their guests with questions in-person or on the phone.
- Serve as greeter to all that come into the Welcome Center.
- Navigate questions and concerns at the desk and to connect students with correct service or information.
- Work on various tasks at the desk from phone calling, assist with walk-ins, inquiry cards, and much more.
- 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, resources, and campus.
- Initiate and develop open communication & interaction with your students, fellow leaders and professional staff.
- Work closely and effectively with student leaders and staff to make a memorable and welcoming environment for prospective and admitted students and their guests.
- Other duties as assigned.

Triton Leader - Communication Station Position Responsibilities:

- Assist in the back office to do various communication and marketing tasks that will vary including phone calling, stuffing folders/mailers, and much more.
- 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, resources, and campus.
- Initiate and develop open communication & interaction with your students, fellow leaders and professional staff.
- Work closely and effectively with student leaders and staff to make a memorable and welcoming environment for prospective and admitted students and their guests.
- Other duties as assigned.

Triton Leader - Campus Daily Tours + Group Tours Position Responsibilities:

- Provides tours to our prospective and admitted students and their guests in daily Monday-Saturday campus tours and group tours.
- 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, resources, and campus.
- Initiate and develop open communication & interaction with your students, fellow leaders and professional staff.
- Work closely and effectively with student leaders and staff to make a memorable and welcoming environment for prospective and admitted students and their guests..
- Other duties as assigned.

Triton Leader - Special Events Position Responsibilities:

- Lead other students in programmatic components & sessions during family or student programs for large scale events for prospective and admitted students.
- Availability to work event dates may range from Monday-Friday and some weekends with various times.
- 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, resources, and campus.
- Initiate and develop open communication & interaction with your students, fellow leaders and professional staff.
- Work closely and effectively with student leaders and staff to make a memorable and welcoming environment for prospective and admitted students and their guests.
- Other duties as assigned.

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 role.
- Eligible to register as an undergraduate student at the University of Missouri-St. Louis (UMSL) for Fall 2023 & Spring 2024.
- Basic knowledge of UMSL campus and desire to further knowledge.
- Able to attend all training, team meetings, NSP events, and dates - will be given upon hire.
- Expected to work in all Triton Leader Position Opportunities as needed for the team (Campus + Group Tours, Welcome Center Desk, Front Desk, Communication Station, & Special Events).

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 Paraprofessional to gain personal and professional skills for your future with the training.
- **Hourly wage: \$14 per hour starting August 1, 2023**
- Additional Perks: apparel items, meals during programs, and much more!

Required Dates could vary - You will be notified upon hire or as soon as NSP staff knows of dates to work. Typical shifts times Mondays - Fridays from 8am-5pm, attend a weekly TL staff meeting time will vary, and all TLs work at least 3 Saturday Shifts 8:30am - 12:30pm shifts. In addition, we will have special events and Orientation + Welcome Programming that will have various other times to work. NODA Regional Conference (if selected & availability) and team socials are NOT PAID EVENTS.