New Student Orientation (NSO) Senior Leadership Opportunities

The Student Involvement and Leadership Development unit within the Office of Student Life and Development (SLD) is dedicated to engaging all students in leadership opportunities. Through modeling exemplary leadership and promoting innovative learning processes, SLD encourages self-empowerment and personal growth. This includes a commitment to continued assessment and evaluation to ensure the vitality of programs and practices, preparing students to effectively serve the community. As such, a select group of current students are hired on an annual basis to serve as New Student Orientation (NSO) Senior Leaders for incoming freshmen and transfer students matriculating into the University of Hawai‘i at Mānoa. The SLD office is currently seeking applications from those who are interested in serving as an NSO Senior Leader during the spring and summer semesters of 2016. Senior Leaders are enlisted to serve and support the following:

(1) NSO Staff: through “behind the scenes” logistics work
(2) NSO Summer Leaders: by facilitating and ensuring peer development and program efficiency
(3) Incoming students (first year and transfer) and families of UH Mānoa: by serving as a resource of information on all things UH Mānoa.

Qualifications:
- Must be a registered, degree seeking UH Mānoa student with a minimum of 12 completed credits at the University of Hawai‘i at Mānoa at the time of hire
- Posses a minimum 2.5 GPA average at the end of the Fall 2015 semester and maintain a 2.5 cumulative GPA average for the entire period of employment
- Must have previous experience in a formal leadership position (as evidenced in the application)
- Available during the spring semester for a weekly two-hour meeting (to be coordinated by the NSO coordinator or designee after offer of hire)
- Available everyday during the summer for training, sessions, and workshops (approximate time frame is 6/9/16 to 8/24/16 but typical hours are approximately 9am to 5pm).

Program Learning Outcomes:
- Gain significant experience leading peers and/or peer groups;
- Enhance public speaking skills that can be adapted and employed in both large and small groups;
- Acquire transferrable skills that will allow them work in a changing environment, demonstrating flexibility, problem-solving skills, while being able to work both independently and interdependently with diverse groups of people;
- Learn about communication, collaboration, consensus decision making, conflict management, and group management skills and how to employ them;
- Analyze, reflect, and apply theory and research as they relate to transitional issues faced by first-year students, transfer students, and their families;
- Know, understand, and use appropriate strategies and approaches to promote peer involvement, engagement, and participation in the campus community.

List of Desirable Qualities/Skills of a Senior Leader:
- Professionalism, time-management skills, positive attitude, responsibility, flexibility, taking initiative, creativity, presentation skills, integrity, empathy, pride (in UH Mānoa), dedication, problem-solving skills, commitment, ability to work as part of a team, ability to hold others (peers) accountable, ability to receive and delegate tasks, ability to excel under pressure in executing heavy detailed work, supervision experience and a strong desire to serve the UH Mānoa community.
Role & Responsibility:
The NSO Senior Leader’s main responsibility is to act as para-supervisors/mentors to a cohort of NSO Summer Leaders, and serve as the liaison between them and the NSO staff. Senior leaders will be trained throughout their tenure. The purpose of this training is to develop and enhance current leadership skills and approaches so that senior leaders are effective in their interactions with incoming students, their family members and current NSO Summer Leaders. Expectations and responsibilities of the NSO Senior Leader include but are not limited to:

January – May (training, planning, and leader selection)
- Actively attending and participating in all trainings, workshops and meetings (topic areas include but are not limited to: facilitation skills, working with diverse populations, time management, etc.) set forth by the NSO Coordinator or his/her designee;
- Assisting with recruitment and selection of NSO Summer Leaders.

June – August (NSO Training & Session Days)
- Enroll in and successfully complete EDEA 499 with a grade of “B” or higher;
- Programming, planning, and executing the New Student Orientation Summer Retreat in collaboration with the NSO Coordinator and staff;
- Preparing lesson plans and workshops per the request of the NSO Coordinator for the NSO summer leaders;
- Setting goals and assuring progression with summer leaders regarding what they hope to accomplish during their tenure as NSO Summer Leaders;
- Facilitating debriefs after each orientation session and/or activity;
- Creating and presenting workshops for NSO participants at orientation sessions;
- Serving as emcee or host on all NSO session days;
- Share college experiences with incoming students and their family members through formal interactions
- Act on behalf of the NSO Coordinator and staff to ensure that leaders are up-to-date on information regarding sessions and classes (e.g. verbal and written follow up, text messaging, phone calls, etc.);
- Providing one-on-one mentoring, assistance, and on-going feedback regarding job performance to summer leaders;
- Modeling professional and positive behavior as a representative of UH Mānoa and the New Student Orientation program;
- Actively participating in continual evaluation processes of all orientation programming.

Other Expected Duties:
- Ensuring an engaging and welcoming campus experience for those new to the Mānoa campus
- Delivering excellent customer service in interactions with participants at NSO sessions
- Serving as support to NSO staff upon request
- Assuming the duties of the NSO summer leader if needed during the fall program at any time
- Additional duties assigned throughout their tenure as an NSO leader