

WESTMINSTER COLLEGE | NEW STUDENT ORIENTATION

Orientation Student Coordinator (OSC) Position

New Student Orientation prepares first-year and transfer students for a successful transition to Westminster College. The program ensures new students are aware of campus resources and opportunities that foster academic success, student engagement, and personal wellness. We support and role-model an inclusive, welcoming environment that values the individual identities and experiences of each student and their families. Orientation Leaders play a pivotal role in the success of the New Student Orientation program.

Orientation Team Commitment

- Creating an inviting, inclusive environment that welcomes new students and their families.
- Engaging new students with faculty, staff and students.
- Sharing with new students' various pathways to a successful student experience.
- Informing new students of expectations, policies, and resources at Westminster.
- Equipping families with the resources to aid new students in their transition.

Expectations & Responsibilities – Staffing

- Serve on the orientation leader selection team; review applications and facilitate interviews.
- Serve the orientation leaders as a role model and leader.
- Support the orientation leaders by providing structure, direction, encouragement, and energy.
- Build a team and collaborative spirit among the orientation leaders.
- Demonstrate a lead-by-example leadership style with the orientation leaders. Dig in and assist them with tasks. Answer questions. Provide direction. And show support of the orientation leaders.
- Plan training of orientation staff and facilitate specified sessions.

Expectations & Responsibilities – Events

- Assist the matriculation team with Westminster Bound events and personal contact of new students.
- Assist the Associate Dean of Students for Student Experience with the development of the orientation schedule.
- Assist with logistics of orientation, such as room reservations, technology reservations, catering orders, ordering/buying supplies, preparation of work orders for PPO, and coordinating Public Safety.
- Design and order orientation gear (shirts).
- Coordinate an attendance team and work to find incoming first-years who are not participating in orientation.
- Coordinate a team to work with homesick students, ensure orientation staff presence during downtime, and lead room rush for orientation evening activities.

Expectations & Responsibilities - Development

- Develop social events for evenings of the orientation schedule.
- Co-develop printed training materials for staff and incoming students.
- Welcome all new (first-year, international, and transfer) students to campus and assist them throughout the orientation experience.

Expectations & Responsibilities – Conduct

- Maintain a positive attitude towards new students, the position, and toward all campus offices and resources.
- Serve as a positive and responsible role model to all orientation team members and new students.
- Follow all College policies.
- Maintain conduct that exhibits a positive image of the orientation program.

Time Commitments

- 2024-25 academic year – periodic meetings during Spring semester to select staff and begin planning orientation schedule.
- Assist with New Titan Days (June)
- June – Move back to campus and begin weekly hours through the Orientation program.
- Contract ends with the conclusion of the Orientation program.

Remuneration

- Stipend payable per hours worked. The pay rate is \$7.25/hour.
- Summer housing is provided in Berlin Village for coordinators. If a coordinator is found responsible for violating College policy during their employment, the housing benefit will be revoked.

Contact Information

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