

## **2013 Conference, Orientation and Recruitment (COAR)**

### **Team Job Description**

The COAR Team consists of members who will serve as leaders, administrators, and mentors during various summer conferences and camps as well as Summer Orientation dates. Members will begin building relationships with prospective students and new freshman as well as build upon the positive relationship between NDSU and external entities utilizing campus for conferences and camps.

#### **COAR Team members will:**

- provide customer service for conference/camp participants and check participants in/out of residence halls;
- perform administrative duties such as room inventories and assessments, hall rounds, mail distribution, and organizing keys for conference/camp participants;
- lead student discussions during orientation, accurately describe student life to new students;
- call newly admitted students, give campus tours, and answer student questions.

This position provides an opportunity to promote the university, gain professional experience, and earn money. COAR Team members will gain valuable experience in the fields of student services, customer service, communication, leadership, and organization.

#### **Qualifications**

- Applicants must be NDSU undergraduate students with a minimum cumulative GPA of 2.5.
- Applicants should be full-time sophomores, juniors, or seniors in the fall of 2013.

#### **Required Skills**

- Excellent communication skills
- Organization
- Time management skills
- Attention to detail
- Knowledge of NDSU organizations and services
- The ability to work independently as well as in a team
- Willingness to learn
- Leadership experience and/or qualities

## Time Commitment

The position begins May 14, 2012 and ends on August 4, 2012. Team members may also have the option to extend their contract to August 20, 2012. The nature of this position requires staff to live in the residence halls at NDSU. Team members are permitted to register for and attend one three-credit class during the first, four-week summer session. This class must conclude by noon each day. Additionally, team members are able to complete online courses throughout the summer.

Team members are allowed up to 10 days off throughout the summer. Time off is used for any night you would not be residing in the residence halls. However, time off is NOT permitted for the following dates:

- May 13-17 (Training)
- May 28-29 (Training)
- June 4-8 (FFA)
- June 11-14 (Trng./Orntn.)
- June 24-June 28 (Orntn.)
- July 1 (Orientation)
- July 9-11 (Orientation)
- July 13-21 (USA Wrs.)
- July 31 (Orientation)
- August 3 (Admission)

## Compensation & Benefits

- Approximately \$3,000
- Single residence hall room
- Meal compensation
- Gain professional experience
- Network with a variety of professionals/students

## Application Process

- *Applications Available:*  
January 7
- *Application Deadline:*  
January 28
- *Interviews:*  
February 5-7 (individual); 12-13 (group)
- *Team Announced:*  
February 15

**Applications are online at [www.ndsu.edu/reslife](http://www.ndsu.edu/reslife) and must be submitted by January 28. To complete the application, a resume and cover letter addressing the qualifications and required skills listed above must also be uploaded when applying.**