

2017 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 and participate in orientation activities
- Call newly admitted students regarding admission and orientation and answer general student questions
- Conduct weekly campus tours for prospective students and families, including sharing information about NDSU and student life

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 at NDSU in the fall of 2017.

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
- Flexibility

NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable. Direct inquiries to: Vice Provost, Title IX/ADA Coordinator, Old Main 201, 701-231-7708, ndsu.eoaa@ndsu.edu.

Time Commitment

Hall move in is May 15-17, 2017 and the position begins May 18, 2016 and ends on August 8, 2017. Team members may also have the option to extend their contract to August 18, 2017. The nature of this position requires staff to live in the residence halls at NDSU. Team members are able to complete online courses throughout the summer. Additional employment is limited due to the time commitment of the COAR position. All employment (including on-campus) must be preapproved by the COAR supervisors.

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 dates listed below (additional dates may be added). Orientation dates require COAR attendance from 7:30 a.m.-6:00 p.m.

- March 28 5-7pm (Social)
- April 25 5-7pm (HD Social)
- May 17-20 (Training)
- May 22-26 (Training)
- June 2-9 (FFA)
- June 12-16 (Training/Orientation)
- June 23 (Orientation)
- June 26-30 (Orientation)

- July 10-13 (Orientation)
- July 14-24 (USA Wrs.)
- July 27 (End of Year Event)
- July 28 (Admission)
- July 31-August 2 (Orientation)
- August 4 (Admission)
- August 7-8 (Hall closing)
- August 9-18 (Opportunity to work Gap Staff)

Compensation & Benefits

- Approximately \$3,000 (paid as an hourly wage)
- Single residence hall room
- Meal compensation
- Gain professional experience
- Network with a variety of professionals/students

Application Process

Applications Available:

• January 9

Information sessions

- January 25 and February 1 in Memorial Union
- January 25 and/or Jan 27 Residence Halls

Application Deadline:

• February 15

Interviews:

• February 21-23 (individual); March 1-3(group)

Team Announced:

• March 9-17

Applications are online at www.ndsu.edu/reslife and must be submitted by February 15. To complete the application, a resume and cover letter addressing the qualifications and required skills listed above must also be uploaded when applying.

NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable. Direct inquiries to: Vice Provost, Title IX/ADA Coordinator, Old Main 201, 701-231-7708, ndsu.eoaa@ndsu.edu.