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**2016 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, 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 at NDSU in the fall of 2016.

**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**

Hall move in is May 13-15, 2016 and the position begins May 16, 2016 and ends on August 9, 2016. Team members may also have the option to extend their contract to August 21, 2016. 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 (Other dates may be added). Orientation dates require COAR attendance from 7:30 a.m.-6:00 p.m.

* March 30 (Social)
* April 13th (HD Social)
* May 16-19 (Training)
* May 20-21 (Marathon)
* May 23-27 (Training)
* June 5-10 (FFA)
* June 13-17 (Trng./Orntn.)
* June 24 (Orientation)
* June 27-July1 (Orientation)
* July 1(Orientation)
* July 8 (Orientation)
* July 11-July 14 (Orientation)
* July 15-23 (USA Wrs.)
* August 1-2 (Orientation)
* August 5 (Admission)
* August 8-9 (Hall closing)

**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 11

*Information sessions*

* January 19-20 in Memorial Union
* January 13 and/or Jan 27 Residence Halls

*Application Deadline:*

* February 5

*Interviews:*

* February 16-19 (individual); 23-26(group)

*Team Announced:*

* March 4-23rd

**Applications are online at www.ndsu.edu/reslife and must be submitted by February 5.**

**To complete the application, a resume and cover letter addressing the qualifications and required skills listed above must also be uploaded when applying.**