



## 2019 Welcome Week Team Position Descriptions

Student Success Programs – Division of Academic Affairs  
North Dakota State University

The purpose of Welcome Week is to help new students transition to NDSU and support their integration into their academic and social life of the University. The week consists of numerous events designed to help students meet other students, learn about opportunities, services, and academic expectations.

Throughout Welcome Week, beginning on Move-In Saturday, the Welcome Week Team serves as resources and mentors for new students who are making the transition to NDSU. Each position has different roles and responsibilities for supporting new students during Welcome Week.

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**There are three separate positions you can apply for:** Welcome Week Group Leads, Welcome Week Guides, or Move-in Crew. Please review the responsibilities and time commitment and required dates/events for each position. Individuals can apply for one position or apply for multiple to increase your odds of receiving a position. *(Please note that the “Guide” position already serves as a part of move-in crew. So you should not apply for both).* **The application can be found at:** [www.ndsu.edu/welcomeweek](http://www.ndsu.edu/welcomeweek)

### Welcome Week – “Group Leads”

#### **RESPONSIBILITIES:**

- Actively participate in and assist with all required student events
- Lead meetings and facilitate discussion groups to help new students develop a sense of connection to the NDSU campus and one another
- Serve as a role-model and create connections with your assigned Welcome Week
- Provide in-depth answers regarding questions about NDSU campus services, resources and academics

#### **TIME COMMITMENT & REQUIRED DATES AND EVENTS\*:**

- Thursday, April 25 – Welcome Week Team introductory meeting and social (5:30 – 7:00 pm)
- Thursday, August 22 (9 am – 4 pm) and Friday, August 23 (9 am - 4 pm) –Training
- Group Meetings (Saturday 1 hour, Sunday 1 hour and Monday 1 hour)
- Spending additional time with group outside of scheduled time
- Event Attendance includes, but is not limited to:
  - Green & Yellow Rally, Presidents’ Welcome, and YOGOWYPI

### Welcome Week – “Guides”

#### **RESPONSIBILITIES:**

- Actively participate in and assist with late-night social events
- Guide students to various locations and programs throughout Welcome Week
- Serve as the hospitality team: door knocking, assist at events and provide directional assistance
- Answer questions about NDSU campus services and facilities

#### **TIME COMMITMENT & REQUIRED DATES AND EVENTS\*:**

- Thursday, April 25 – Welcome Week Team introductory meeting and social (5:30 – 7:00 pm)
- Friday, August 23 (9 am - 4 pm) –Training
- Move-In Day

- Green & Yellow Rally
- Provide “find my classroom” tours & programming opportunities on Sunday
- Event Support (door knocking/hospitality): Various late night events

## Welcome Week – “Move-In Crew”

### **RESPONSIBILITIES:**

- Provide a friendly face and a helping hand to students as they help move students into their rooms
- Answer questions and provide basic information about NDSU to students and their family members

### **TIME COMMITMENT & REQUIRED DATES AND EVENTS\*:**

- Saturday, August 24<sup>th</sup> from 7:15 am – 1:00 pm

## WELCOME WEEK TEAM – FAQ

### **Q: What qualifications are there to be on the Welcome Week Team?**

#### **Answer:**

- Be enrolled as an undergraduate student (12 credits) for the Fall 2019 semester
- Be in good academic standing (minimum 2.00 cumulative GPA) as well as good disciplinary standing (not on behavioral probation) at the time of executing position responsibilities

### **Q: What are the expectations of these positions?**

#### **Answer:**

- Attend required trainings for your specific position
- Have excellent communication and customer service skills
- Have an appreciation for and ability to work with people of diverse personalities and backgrounds
- Demonstrate a genuine enthusiasm for NDSU
- Work to problem-solve and resolve conflicts effectively
- Be able to exercise good judgment while working with incoming students

### **Q: What are the benefits of joining the Welcome Week Team?**

#### **Answer:**

- Valuable leadership experience
- The opportunity to give back to the NDSU community
- Network with NDSU administrators, faculty, staff and other student leaders
- Early move-in to campus residence halls at no charge
- T-shirt(s) and meal(s) based on position
- Acquiring/developing transferrable skills

### **Q: What if I have more questions that aren't answered here?**

#### **Answer:**

- Visit the Welcome Week Team webpage at [www.ndsu.edu/welcomeweek](http://www.ndsu.edu/welcomeweek)
- Welcome Week Team Leads/Guides: Alyssa Teubner at 701-231-9610 or [Alyssa.teubner@ndsu.edu](mailto:Alyssa.teubner@ndsu.edu)
- Move In Crew: Jen Kacere at 701-231-7700 or [jennifer.kacere@ndsu.edu](mailto:jennifer.kacere@ndsu.edu)

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