Dear New Student Programs Leadership Candidates:

Part of the mission of the Office of Student Engagement is to introduce new students to the developmental resources, unique opportunities, and engaging experiences afforded them while attending Fairfield University. Through a comprehensive and collaborative effort, we welcome students to a community of active and service-oriented leaders who are eager to assist them in the understanding and appreciation of the unique experience Fairfield University offers as a Catholic university in the Jesuit tradition.

The position of New Student Leader is an exceptional leadership opportunity that offers you many challenges and rewards to grow as a professional. We hope that you will find the selection process to be an educational opportunity to learn about yourself as well as the University.

*The application deadline is Friday, January 22nd, 2016 by 4:30 p.m.*

**Documents for the Selection Process**

1. Job Descriptions
   i. New Student Leader
   ii. Senior New Student Leader

We wish you all the best with your process. If you have any questions, please do hesitate to contact Nicole Heller, Assistant Director, Office of Student Engagement at Nicole.Heller@fairfield.edu or ext. 2375.
General Job Description

The New Student Leader (NSL) plays a vital role in the transition of new students and their families to Fairfield University during New Student Orientation in June, Fall Welcome in August, and the First Year Experience program. They are responsible for conveying information about the University’s Jesuit values and institutional mission as well as its unique culture, traditions, and community. An NSL is also a member of a team and is expected to participate in building a healthy community among this group. Furthermore, NSLs assist first-year students in meeting their educational, interpersonal, spiritual, and social needs relative to their first year at Fairfield University by co-facilitating the FYE seminar and serving as a mentor to new students throughout the academic year. The NSL is a role model committed to mentorship, academic excellence, community engagement, and student involvement.

NSL Responsibilities

- **Training and Development**
  - Ensure inclusiveness of all students
  - Participate in the NSL course and overnight retreat during Spring Semester 2016
  - Motivate peers while remaining personally engaged
  - Maintain expectations and meet deadlines to help the team stay on track and reach a high level of development
  - Effectively communicate with peers, chairs, and professional staff to get the most out of training.

- **Orientation and Fall Welcome**
  - Ensure inclusiveness of all students
  - Serve as a representative of the Office of Student Engagement and Fairfield University
  - Facilitate dialogues, icebreakers and other engaging group activities
  - Acquaint new students with campus resources, including academic & leadership opportunities and procedures
  - Assist and implement Fall Welcome activities, including first-year move-in (unloading cars, moving in items, etc.)

- **First Year Experience Seminar**
  - Ensure inclusiveness of all students
  - Co-facilitate the FYE seminar with a Community Associate, and possibly another NSL
  - Deepen new students’ knowledge about campus resources including academic & leadership opportunities and procedures, and providing referrals when necessary
  - Be an academic peer advisor, including attending & facilitating undergraduate academic advising events on campus throughout the year.
  - Maintain an open dialogue with Leadership Team about students and FYE process

- **New Student Leader – Parent/Guardian Focus – Additional Responsibilities:**
  - Provide guidance and assistance to the parents and families of incoming students by assisting with the preparation and facilitation of the Parent/Family Orientation program in June
  - Additional duties include escorting parents/families to and from program sessions, answering questions, providing resources and referrals, assisting with staffing, and other duties as needed

- **New Student Leader – Transfer Student Focus – Additional Responsibilities:**
  - Act as an academic and social role model for incoming transfer students
  - Advise a small group of transfers in order to help them navigate academic requirements and opportunities at Fairfield
Interact weekly with students through electronic communication and personal meetings to assist with the registration/course selection process, learn about their transition to Fairfield, answer questions, and share opportunities for involvement.

- Be available, approachable, and visible to the students to assist as a general resource
- Implement New Student Orientation in Fall 2014 and Spring 2015

**Senior New Student Leader**
- Applies to returning, second or third year New Student Leaders
- Assist with facilitation of training activities
- Facilitate discussion with new NSLs
- Act as mentors and role models to teammates
- Senior NSLs may be traditionally focused or designated as Parent/Guardian, Transfer or International focus.

**Role Model and Ethical Leader**

All NSLs must recognize that due to the unique nature of the duties and responsibilities of the NSL position, their conduct must be above reproach. NSLs have a responsibility to behave in ways which will not have a detrimental effect upon the University or any members of the University community, nor compromise the integrity of the position. Furthermore, personal conduct must at all times be in conformity with the law, OSE Professional and Leadership Standards, Student Code of Conduct and the Honor Code. Finally, personal behavior must reflect consciousness of our Jesuit mission and identity and the role as an ethical leader for the students across campus.

**Note:** The description above is not meant to be an all encompassing list of the NSL responsibilities and others may be assigned as needed. The description is subject to change in accordance with the best interest of the Office of Student Engagement and our student leaders.

**NSL Benefits and Compensation**

NSLs receive a $500 stipend* for their service ($175 in July 2016, $125 in September 2016, $200 in December 2016)

Senior NSLs receive a $600 stipend* for their service ($225 in July 2015, $150 in September 2015, $225 in December 2015)

*Compensation amounts are currently pending*
NSL Timeline*

Spring 2016
- Attend team orientation ___________________________________________ March 30, 2016
- Participate in training sessions ___________________________________________ Friday Evenings in April*
- Attend NSL retreat ___________________________________________ April 8-9
- Attend NSL/Community Associate meet and greet ___________________________ TBD

June Orientation
- Participate in Training ___________________________________________ June 15-29
- Facilitate Orientation ___________________________________________ June 21-22, 27-28
- Note: NSLs are strongly encouraged and may be required to depart campus between sessions on June 23 and return the evening of June 25. (Meals not provided during this time).

Fall Welcome
- Participate in Training ___________________________________________ August 27-September 3
- Facilitate Fall Welcome ___________________________________________ September 4-5

FYE Fall 2016
- Co-facilitate an FYE Seminar ___________________________________________ Weekly
- Prep FYE co-facilitation with Community Associate _______________________ Weekly
- Attend academic advising training ___________________________________________ October
- Meet one-on-one with NSP Chair ___________________________________________ October/November
- Serve at Majors and Minors fair ___________________________________________ November
- Assist with first-year registration in the library _____________________________ November
- Hold one-on-ones with each first-year _____________________________ October
- Attend NSL supervisory group meetings ___________________________________________ Bi-weekly
- Evaluate and submit FYE Grades ___________________________________________ December
- Attend semester NSL wrap up ___________________________________________ December

*Friday evening training sessions for Spring 2016:
  i.  Friday, April 1  4:30 pm – 6:30 pm
  ii. Friday, April 15  4:30 – 5:30 (Team will optionally participate together in Relay for Life)
  iii. Friday, April 22  4:30 pm – 6:30 pm
  iv.  Friday, April 29  4:30 pm – 6:30 pm

*All dates are subject to change