

New Student Orientation (NSO) Leader Volunteer Description

Volunteer Description

NSO Leaders support the efforts of all SDTP programs. Serving as a campus resource, these trained student volunteers are knowledgeable about the college experience and assist new students in their transition to CSUN. Leaders accomplish this by aiding in the development of the student's personal, social, and academic skills for success. Leaders support in signature events such as President's Picnic, New Student Convocation, family programming, commencement, and more!

Volunteer duties may include the following:

- Assisting new students in navigating CSUN and its resources
- Engaging with students, faculty, and staff in Welcome All Matador (WAM!) events and activities
- Facilitating large and small group discussions
- Leading groups throughout the days of orientation

Desired Leadership Characteristics

The Office of Student Development and Transitional Programs utilizes CliftonStrength's StrengthQuest to seek out and assess for desired characteristics. We value people who...

- Know how to make things happen.
- Know how to take charge, speak up and make sure the team is heard.
- Have the ability to build strong relationships that can hold a team together and make the team greater than the sum of its parts.
- Help teams consider what could be and can absorb and analyze information that can inform better decisions.

Expectations

Under general supervision from SDTP professional and student staff, it is expected that Orientation Leaders will:

- Accomplish duties effectively, motivating peers to aspire to a higher work ethic as a team
- Attend and arrive promptly to all training sessions or communicate thoroughly if unable to.
- Proficient in the use of technological devices and computer applications (*MS Word, PowerPoint*).
- Serve as a support and resource to peers (interacting respectfully with all persons including new students, NSO team members, and University Staff).
- Professional in all actions and activities which includes wearing the CSUN brand name appropriately and refraining from questionable, unethical and/or inappropriate behavior.
- Represent oneself and CSUN in the best possible way, understanding that actions have the ability to influence peoples' opinions and expectations of the University. This includes an online platform such as zoom.
- Abide by University policies and values, considering any incidents of prejudices related to gender, race, ethnic origin, sexual orientation, religion, documentation status, or ability to be intolerable.
- Refrain from negative speech about the University, university departments, its faculty, staff, and/or programs including online speech/communication.

Benefits Upon Completion of the FULL Leadership Program

- Build knowledge and familiarity with the campus and resources
- Gain public speaking skills
- Increase CSUN Pride, and Displaying CSUN Pride with complimentary merchandise
- Leadership and diversity training
- Meet new people, create new friendships, and valuable networking connections
- Obtain a parking pass or equivalent compensation
- Priority course registration date for two semesters

Required Training Sessions for 2024

All required trainings will be conducted in the Spring Semester and Summer Session.

We can guarantee that there will be at least three trainings that will help prepare you for orientation sessions. We hold trainings the first Thursday of every month during Spring Semester. We advise you to plan accordingly. If any problems should arise, let our staff know via email.

- Training #1 (NSO Welcome) on Thursday, April 4th 4:00 p.m. – 6:00 p.m.
- Training #2 (Commencement) on Thursday, May 2nd 4:00 p.m. – 6:00 p.m.
- Training #3 (NSO Retreat- a 3-day & 2-overnight stay) - Thursday, May 30th – Saturday, June 1st
- Mock Orientation – TBA (Late June/Early July 2024)

Additional training and/or events may arise over the summer and fall semester and the coordinating staff will provide adequate notification in advance should any occur. Please note dates may be subject to change due to programmatic needs.

New Student Orientation 2024

Please be available for Summer 2024, even though you are only required to work a limited number of First Time Freshmen/Dual-Track, Transfer, and International Student Orientations. Final schedules will not be released until June.

If you cannot make one of your scheduled orientation days, you need to find coverage AND must attend another Orientation for the one you missed. All New Student Orientations will be held in Summer 2024 beginning in July.

REQUIRED PROGRAM DATES:

- Commencement 2024
 - Saturday, May 11, 2024 (Honors Convocation)
 - Friday, May 17, 2024 through Monday, May 20, 2024
- First Time Freshmen/Dual Track Orientations
 - July 2024 & August 2024
- International/Transfer Orientations
 - July 2024 & August 2024
- Family/Guest Programs
 - July 2024, August 2024, & October 2024
- President's Picnic
 - Fall 2024
- New Student Convocation
 - Fall 2024

You will be able to provide us with your preferred schedule for Orientation and we will do all we can to match this schedule. Scheduling is on first come first serve basis so we ask that you keep all days available.

All times and dates *are subject to change at any time based on programmatic need*. Additional trainings and/or events may be required. Programs will be announced with adequate time for leaders to make necessary arrangements to attend. Orientation Leaders can expect to be present for the following:

- 2 Commencement Ceremonies (about 5 hours per commencement ceremony)
- 6 Summer Orientation Programs (about 11 hours per orientation program)

In order to receive priority registration for the Fall 2024 semester, leaders must complete NSO Retreat. To receive priority registration for the Spring 2025 semester, leader must complete President's Picnic and New Student Convocation. Completing 8 total SDTP programs will allow Orientation Leaders to receive a Fall 2024 semester parking pass or equivalent compensation (if need be).

Qualifications

- Minimum cumulative GPA of 2.0 or higher
- Currently enrolled CSUN student through at least December 2024

Questions:

If you have any questions or concerns, our office can be contacted by:

- **Location:** Office of Student Development and Transitional Programs (located in the University Student Union)
- **Office Hours:** Monday-Friday: 8:00 AM – 5:00 PM
- **Email:** nso.leader@gmail.com
- **Matasync:** New Student Orientation

Application:

- Applications are due Sunday, February 18th @ 11:59 PM
- Apply now through the Google Form below!
 - <https://forms.gle/yTUcyk1ickCa9FRh9>

