

# New Student Program, Student Leader- Job Description

Title:	NSP Student Leader
Position Type:	Regular Student Funded, Federal Work-Study
Desired Class Level(s):	Freshmen (second semester), Sophomore, Junior, Senior
Division:	New Student Programs/Academic Resource Center
Duration:	Full Academic Year
Hours per week:	Approximate 10-15 hours

**Overview:** The mission of New Student Programs is to empower students to overcome barriers to degree completion. We do this through supporting students as they navigate GSU, find purpose in our community, and prepare for career aspirations. We are here to help them to identify their own passions and strengths, and connect them to resources to help students transition into the university.

**Duties:** Each NSP Student Leader is expected to:

- Be present at all required training sessions, including:
  - Peer Mentor/Student Leader Training Day(s)
  - Professional development meetings as scheduled
  - Other meetings as scheduled by the Assistant Director
- Work well with students, faculty, staff, and community members.
- Become knowledgeable of Governors State University and its resources
- Work approximately 10-15 hours each week. Work activities will include:
  - Maintaining weekly hours in the NSP virtual or physical office.
  - NSP Programming
  - Working ROAR Orientation and Jaguar Journey Days
  - Working with ARC Retention Coaches.
  - Facilitate small group discussions in physical or virtual classrooms with students
  - Specialty roles and tasks as agreed upon with Assistant Director and Co-supervisor (e.g., ARC Retention Coaches, Mastering College peer mentor, course faculty, etc.)
  - Other duties as assigned

## Minimum Qualifications

- At least sophomore standing at the time employment begins.
- Maintain a GPA of 2.3 or higher
- Maintain good disciplinary standing at GSU
- Familiarity with using GSU Campus Resources
- Demonstrate excellent decision-making and problem-solving skills.

## Preferred Qualifications

- At least sophomore standing at the time employment begins.
- Maintain full time enrollment (12+ credit hours) in Fall and Spring semesters (preferred)
- Experience with overcoming personal barriers in your academic career
- Past experience in peer mentoring or supporting other students.