



NEW STUDENT ORIENTATION CORE TEAM CAPTAIN POSITION DESCRIPTION SPRING - SUMMER 2026

New Student Orientation (NSO) is in the Student Affairs division within the Student Transition and Family Engagement (STFE) portfolio.

NSO relies on its undergraduate Core Team to help plan and implement orientation programming for all incoming Homewood students. Comprised of 5 members, the Core Team works closely with STFE staff and key campus partners to plan, support, and implement NSO. Being part of the Core Team is an exceptional opportunity to develop skills in communication, leadership, event planning, collaboration, and working independently.

STFE seeks the ideal candidate for the Core Team Captain (CTC) position to join our staff during the spring semester (see timeline commitment below). Given NSO planning begins during the spring, during this time, the CTC will gain the necessary context to have an early understanding of NSO. As the Captain, the CTC will help to onboard and lead other Core Team members under the supervision of the Assistant Director for NSO. The CTC will also function as a special program assistant, supporting the STFE staff in other duties as assigned.

This is a paid internship with a stipend amount of \$6,750 paid out in increments on the 15th and the final day of every month. All earnings are taxable.

Qualifications:

- Demonstrated leadership skills, initiative, accountability, motivation, and professionalism;
- Strong written and verbal communication skills;
- Ability to work independently and collaboratively;
- Ability to work with diverse populations;
- Demonstrated customer service and event planning skills;
- Ability to be flexible and adapt to new situations;
- Ability to work under pressure;
- Proven troubleshooting and problem-solving skills;
- Ability to work in summer conditions and lift up to 25lbs;
- Enthusiasm and a positive attitude.

Duties/Responsibilities:

- Assist with planning an engaging and high quality NSO experience
- Help with content creation and execution of communications, social media, and webinars related to NSO and FYE programming
- Conduct outreach and collaboration with campus partners as needed
- Serve as a knowledgeable resource to new students and their families and help welcome them to the Blue Jay Community
- Assist with recruitment and onboarding of the Core Team
- Serve as a peer leader and provide support to the Core Team
- Participation in the First-Year Mentor interview and selection process as needed
- Other duties as assigned

Time Commitment:

Hours will vary each week/month throughout the position appointment term of March 2 – August 30, 2026; however, the expected commitment is as follows:



- 8 hours per week March 2 – April 24 (OFF for spring break March 16-20)
- 20 hours per week May 18 – July 31 (OFF for reading and exam days)
- 30 hours per week August 3 – August 14
- 35 hours on the week of August 17 – 23, 2026 (weekend hours required)
- 40 hours on the week of August 24 – 30, 2026 (weekend hours required)

Benefits:

- Valuable skills in communication, leadership, event planning, collaboration, and working independently.
- Connections with staff, administrators, and/or faculty across campus.
- Connections with peers including Core Team, FYMs, and incoming students.
- Experience that will prepare you for other future leadership positions
- Stipend of \$6,750 to be paid in increments on the 15th and final day of every month. All earnings are taxable. Wages earned may impact your financial aid. Therefore, if you are receiving financial aid, please check with your financial aid officer prior to applying for and accepting the position.

ADDITIONAL DETAILS

Outside Commitments:

Due to the demanding nature of this position during the summer months, commitments outside of the CTC position are limited. Specifically, the Core Team Captain must:

- Limit summer semester enrollment to ***no more than 1 course during the First 6-Week Summer Semester***;
- Refrain from any outside commitments (i.e., internships, other employment, etc.) between August 3 – 30, 2026. Outside commitments of up to 20 hours per week are permissible between March 2 – June 30, 2026, but must be approved in advance by the Assistant Director for NSO.

Professional Character:

As a member of the Core Team, you will often be working with various members of the university community. Your conduct and comments are interpreted as university conduct and comments, and therefore, care must be taken to represent all aspects of life on campus without personal bias.

Applicant Criteria:

- Applicant must commit to residing in the Baltimore area full-time during the position appointment term of March 2 – August 30, 2026.
- Applicants must be enrolled full-time at Johns Hopkins University and in good academic and judicial standing.

How to Apply:

The [Core Team Captain application](#) is available via smile.jhu.edu under Job Number: **13716**. Students interested in applying for the Core Team Captain position should do so before the application deadline on **January 31, 2026 at 11:59 P.M. ET**. Candidates in consideration will be invited to complete a short application form and take part in the interview process, which will take place in February.

[APPLY NOW!](#)

Questions?

Any questions about the following job description or application process can be directed to Shula Cooper, Assistant Director, New Student Orientation, at scoope77@jh.edu.



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