

## **ORIENTATION CORE TEAM POSITION DESCRIPTION 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 to hire 4 ideal candidates to join our Core Team for summer 2026. Core Team members will be led by a Core Team Captain and will report to the Assistant Director for NSO.

### **Qualifications:**

- Demonstrated customer service and event planning skills;
- Demonstrated written and verbal communication skills;
- Ability to work independently and as a team member;
- Ability to work with diverse populations;
- Ability to be flexible and adapt to new situations;
- Ability to work under pressure;
- Proven troubleshooting and problem-solving skills;
- Interest in event planning and execution;
- Ability to work in summer conditions and lift up to 25lbs;
- Enthusiasm and a positive attitude.

### **Duties/Responsibilities:**

- Help develop and implement programs and events for New Student Orientation; Work on various special tasks/projects within the STFE portfolio as assigned;
- Assist with communications, social media, webinars, and other programming within the STFE portfolio as assigned;
- Participate in NSO related meetings as needed;
- Outreach and collaboration with campus partners and external vendors as needed;
- Provide new students and their families with excellent customer service;
- Other duties as assigned to get NSO week accomplished.

### **Time Commitment:**

Hours will vary each week/month throughout the position appointment term of May 26, 2026 – August 30, 2026; however, the expected commitment is as follows:

- 15 hours per week from May 26 – July 3, 2026;
- 20 hours per week July 6 – 31, 2026;
- 25 hours per week from August 3 – August 14, 2026;
- 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 verbal and verbal communication;
- Valuable skills in working independently and collaboratively;

- Valuable skills in program coordination, event planning, and execution;
- Connections with faculty, staff, and administrators including leadership across campus;
- Connections with incoming students, First-Year Mentors, and Transfer Mentors;
- Stipend of \$4,750 to be paid in increments between May 26, 2026 – August 30, 2026. 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 CTM position are limited. Specifically, Core Team Members 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., classes, internships, other employment, etc.) between August 3 – 30, 2026. Outside commitments of up to 20 hours per week are permissible between May 26, 2026 – July 30, 2026, but must be approved in advance by the Assistant Director.

### 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 May 26 – August 30, 2026.
- Applicants must be enrolled full-time at Johns Hopkins University and in good academic and judicial standing.

### How to Apply:

Students interested in becoming a member of the NSO Core Team should submit an application via [smile.jhu.edu](https://smile.jhu.edu) under Job Number: **13706**. **The application deadline is Friday, March 6, 2026 at 11:59 P.M. ET.** Candidates in consideration will be invited to take part in the interview process, which will take place in March.

### **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](mailto:scoope77@jh.edu).