

New Student Registration (NSR) Assistant Position

NSR Assistants are trained undergraduates who support incoming first-year and transfer students during registration and create a welcoming environment for students' on-campus or online experience. There are on-campus and limited remote (online) positions available.

Responsibilities

- Contribute to a welcoming team and New Student Registration environment
- Help new students navigate the registration system and register for classes
- Check student schedules for accuracy and balance
- Provide insight to incoming engineering students about campus opportunities, resources, and transitioning to the university
- Collaborate and communicate effectively with NSR Assistants, NSR Group Leaders, NSR Student Directors, and GFX staff
- Participate in NSR training and regular NSR staff meetings
- On-campus NSR Assistant:
 - Support logistics such as check-in and preparing materials for the day
- Online NSR Assistant:
 - Facilitate occasional online community building sessions for new students
 - Track student use of online registration help room

Qualifications

- Enthusiastic about welcoming diverse students to Grainger College of Engineering and the University of Illinois Urbana-Champaign
- Excellent written and verbal communication skills
- Strong problem-solving and teamwork skills
- Familiarity with the registration system

Requirements

- Current engineering undergraduate student in good academic standing
- Will graduate on or after August 2025
- Eligible to work in the United States and available for **one** of the following:
- On-campus NSR Assistant:
 - Work on-campus 12 to 30 hours per week Monday through Friday from May 29 – July 13, 2025. Select dates in August may be available.
 - Participate in mandatory on-campus training on May 29, 2025 from 9:00am – 5:00pm CT (lunch provided)
- Online NSR Assistant: **while this position is virtual, candidates must be physically located in the United States.** Preference will be given to Illinois residents.
 - Work online 10 to 35 hours per week Monday through Saturday from May 28 – July 13, 2025. Select dates in August may be available.
 - Participate in mandatory online training on May 28, 2025 from 6:00 – 8:30pm CT
 - Access to stable internet in a quiet space with a computer or laptop with video/webcam

Working Conditions

- On-campus NSR Assistant: indoors and outdoors

Compensation

- \$15 per hour