

## New Student Registration (NSR) Student Director Position

NSR Student Directors are trained advanced undergraduates that helps oversee NSR Assistants, Group Leaders, and NSR activities for incoming first-year and transfer students. They are the main point of contact for the GFX staff. Applicants not selected for this position may be considered for NSR Group Leaders or NSR Assistants. GFX will hire 1 on-campus Student Director and 1 remote (online) Student Director.

### Responsibilities

- Contribute to a welcoming team and New Student Registration environment
- Develop and review student NSR materials including handouts and website content
- Review materials for NSR Assistant and Group Leader training including presentations, community building activities, and FAQs
- Coordinate NSR Assistant and Group Leader training and work shift schedules in collaboration with GFX staff
- Provide insight to incoming engineering students about campus opportunities, resources, and transitioning to the university
- Collaborate and communicate effectively with NSR Student Co-Director, NSR Assistants, NSR Group Leaders, and GFX staff
- Participate in NSR training and regular NSR staff meetings
- Perform other duties as assigned
- On-campus Student Director:
  - Coordinate daily NSR activities
  - Support NSR Assistant and Group Leader responsibilities including check-in, course registration, schedule checks, and preparing materials for the day
- Online Student Director:
  - Lead daily college meetings to welcome new students, build community, and prepare them for NSR
  - Track and update college meeting attendance in Excel
  - Gather and analyze student use of online registration help room data
  - Support NSR Assistant responsibilities including course registration and schedule checks
  - Respond to student emails for college meeting or registration assistance

### Qualifications

- Enthusiastic about welcoming diverse students to Grainger College of Engineering and the University of Illinois Urbana-Champaign
- Demonstrated excellent teamwork and leadership experience
- Demonstrated excellent ability to resolve problems, organize data, and attend to detail
- Excellent presentation and written and verbal communication skills
- Experience with Microsoft Office (Excel, Word, PowerPoint) and Google Suite (sheets, docs, and forms)
- Familiarity with the registration system

### Requirements

- Current engineering undergraduate student in good academic standing and planning to graduate on or after August 2025
- Access to a computer or laptop with video/webcam
- Eligible to work in the United States and available for **one** of the following:
- On-campus NSR Student Director:
  - Work on-campus 35 to 40 hours per week Monday through Friday from May 28 – July 13, 2025. Limited hours in April, May, and August will be needed as well.
  - Participate in mandatory on-campus training on May 29, 2025 from 9:00am – 5:00pm CT (lunch provided)

- Online NSR Student Director: **while this position is virtual, candidates must be physically located in the United States.** Preference will be given to Illinois residents.
  - Work online 25 to 30 hours per week Monday through Saturday from May 28 – July 13, 2025. Limited hours in April, May, and August will be needed as well.
  - Lead daily college meetings 8:00am – 9:00am CT Monday through Friday from May 30 – July 13, 2025
  - 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 Student Director:
  - Indoors and outdoors
  - Regular travel across campus between locations like Grainger Library, Sidney Lu Mechanical Engineering Building, and Illinois Street Residence Dining Hall
  - Pushing, pulling, or lifting up to 30 lbs with a cart

#### **Compensation**

- \$17 per hour