

## **New Student Registration (NSR) Group Leader Position**

NSR Group Leaders are trained undergraduates that create a welcome environment for incoming first-year and transfer students' on-campus experience and lead group NSR activities. **This position is on-campus only.** Applicants not selected for this position may be considered for NSR Assistant.

### **Responsibilities**

- Contribute to a welcoming team and New Student Registration environment
- Lead a group of 25 new students through community building activities, lunch conversations (meal provided), pre-advising activities, pre-registration activities, and course registration
- Help new students navigate the registration system and register for classes
- Check student schedules for accuracy and balance
- Support logistics such as check-in and preparing materials for the day
- 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

### **Qualifications**

- Enthusiastic about welcoming diverse students to Grainger College of Engineering and the University of Illinois Urbana-Champaign
- Excellent teamwork, problem-solving, and leadership skills
- Excellent presentation and written and verbal communication 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
  - Work on-campus 14 to 35 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)

### **Working Conditions**

- Indoors and Outdoors
- Regular travel across campus between locations like Grainger Library, Sidney Lu Mechanical Engineering Building, Illinois Street Residence Dining Hall, and the Illini Union Bookstore
- Pushing, pulling, or lifting up to 30 lbs with a cart

### **Compensation**

- \$16 per hour