



### **Pack Leader Job Description**

IU East Pack Leaders will assist and motivate new students and their guests at New Student Orientation. They will portray a positive impression of the IU East experience and actively engage students and guests to create a successful orientation program.

Pack Leader responsibilities will include:

- Assist University College staff with set up, check in and event breakdown
- Escort parent and student groups to various orientation sessions
- Enthusiastically lead small group activities and discussions
- Establish a fun, caring, and accepting climate in small groups and throughout orientation
- Serve as a positive role model for new students
- Provide campus tours
- Help students become familiar with campus resources and facilities
- Discuss IU East policies and procedures in a professional manner
- Assist students in navigating campus email, IU Notify, and OneStart

### **Qualifications**

To be considered for the Pack Leader position a student must:

- Have a cumulative GPA of at least 2.5
- Be a full time student
- Demonstrate excellent communication skills
- Have experience relevant to the position
- Be familiar with campus resources, faculty, and policies
- Attend a mandatory, one day training
- Be available at least 10 of the 12 NSO dates
- Provide two references

### **Compensation**

Pack Leaders will be paid \$8.00 per hour for New Student Orientation Sessions and for the mandatory, one day training on June 5th. Students can expect to work approximately seventy hours throughout the summer.

### **Attire**

Students will receive a Pack Leader t-shirt which must be worn at each New Student Orientation. Additional attire requirements can be agreed upon as a group during the June 5<sup>th</sup> training.