Check-In/Check-Out Staff
Position Requirements & Description

Position Requirements:
- Must be a full-time undergraduate student
- Attend ALL training sessions
- Availability to work all freshmen orientation programs
- Good academic standing, with a cumulative GPA of 2.5 or higher
- Good disciplinary standing
- Demonstrate initiative and strong decision making skills
- Understand the importance of being punctual and reliable
- Ability to multitask and has strong organization skills
- Be positive, welcoming, and approachable
- Positive attitude towards NIU
- Ability to explain detailed information accurately to others
- Demonstrate strong problem solving skills
- Not afraid to ask questions

Position Description:
Check-In Shift:
7:00 a.m. – 11:00 a.m.
Responsibilities:
- Set-up and organization of supplies and materials for each day
- Welcoming new students and families
- Checking in of new students and families (including handing out materials, answering any questions/concerns)
- Clean up after check-in is complete
- Facilitating late students and families checking in
- Other projects/tasks as assigned

Check-out Shift:
9:00 a.m. – 2:30 p.m.
Responsibilities:
- Set-up and organization of supplies and materials for each day
- Provide directions for the checkout process
- Assist students with registration of classes
- Assist students with orientation evaluation
- Answering final questions/concerns
- Other projects/tasks as assigned

Compensation:
$9.00/hour & NIU Polo
<table>
<thead>
<tr>
<th>Session</th>
<th>Freshman Orientation Dates</th>
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<tr>
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<td><strong>Check-In</strong></td>
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<tr>
<td>1</td>
<td>Monday, June 13</td>
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<td>2</td>
<td>Thursday, June 16</td>
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<td>3</td>
<td>Monday, June 20</td>
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<td>Thursday, June 23</td>
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<td>Monday, July 11</td>
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<td>Wednesday, July 13</td>
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<td>Wednesday, August 3</td>
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