



BUFFALO STATE
The State University of New York

**Bengal Experience and Transition Team Member
Job Description**

Title: Bengal Experience and Transition Team Member

Reports to: Student Leadership and Engagement
Thomas Trzepkowski, Assistant Director Student Leadership & Engagement

Appointment: January 2023-August 2023

About the position

The Bengal Experience and Transition (BEAT) Team Member position exists within the Student Leadership and Engagement office with the purpose of welcoming and acclimating new first year and transfer students to Buffalo States campus along with their family and support networks. Through a variety of experiences and opportunities, OLs have the power to make a positive and lasting difference in the Buffalo State community while developing great leadership and résumé-building skills.

BEAT Team Responsibilities

- Welcome new students and their family members to Buffalo State College during orientation programs.
- Lead groups of students (20-25) and promote interaction and community building within during the overnight orientation program.
- Facilitate ice breakers with students at various parts of the program.
- Work alongside Faculty and Staff to ensure students arrive to their scheduled programming on time.
- Lead campus tours, and identifying important campus locations for students
- Plan, set up, and execute late night programming such as game nights, dance parties, etc. to develop social connections amongst new students.
- Assist in the preparation of orientation activities and materials/perform assigned logistical tasks related to orientation activities including signage, setting up/taking down tents, tables, chairs, stuffing bags, etc.
- Participate in training activities including Spring Semester and BEAT Team retreat.
- Uphold and enforce all aspects of the colleges code of conduct.
- Other duties as assigned

Requirements

- Earn and maintain a 2.5 GPA or higher
- Enrolled as a full-time student
- Conduct records in the Student Conduct and Community Standards Office will be checked during the hiring/interview process. These records may or may not affect the final hiring decision.
- Ability to work every orientation session in June, July, and August.
- Be a positive, enthusiastic, motivated, and school spirited student.

Skills Gained

- Campus knowledge and networking opportunities with faculty, staff, and campus administration.
- Leadership and time management skills.
- Public speaking and large and small group facilitation.
- Positive customer service techniques.

Compensation

- Stipend for the Spring 2023 semester for training and orientation preparation.
- Stipend of \$3,000-\$4,000 depending on contract selection.
- Individual room (shared suite) in STAC.
- Lunch Monday-Friday and additional meals during orientation programming.
- Uniforms and Student Leadership and Engagement swag.
- Weekly meal bags from Milligan's Food Pantry.