



## Living-Learning & New Student Programs (LLNSP)

### *LLNSP Navigator Position Description*

The Office of Living-Learning & New Student Programs is seeking to hire 6-7 students in the newly reimagined Navigator position. This position offers valuable experience in academic advising, student recruitment, marketing, and event coordination, providing opportunities to develop leadership and professional skills while contributing to the university community.

#### **Position Summary:**

The LLNSP Navigator will serve as a key resource in promoting academic and co-curricular programs, providing peer academic advising, and assisting with student recruitment efforts for engagement in Endeavor & Sophomore Scholars in Residence program, and Orientation Advisor roles. The Navigator will work closely with prospective and current students, faculty, and staff, contributing to various initiatives that enhance the student experience, including events, marketing strategies, and academic opportunities affiliated with LLNSP.

#### **1.) Peer Academic Advising:**

- Provide academic advising guidance, including BannerWeb support and course selection to 30-50 entering first-year students who are part of the Endeavor program during the summer before arrival on campus
- Assist in creating a welcoming environment for incoming students by serving as a resource and providing insight into the student experience

#### **2.) Tabling at Admissions Events:**

- Represent LLNSP at admissions events throughout the academic year, providing information to prospective students and families about academic and student life opportunities
- Engage with prospective students and offer insights into the benefits of participating in programs such as Endeavor and Sophomore Scholars in Residence (SSIR)

#### **3.) Student Recruitment Support:**

- Assist in the recruitment of students for Endeavor and SSIR sharing personal experiences, answering questions, and conducting outreach
- Collaborate with university staff to promote these programs through both in-person and digital efforts. This may include webinars, social media efforts, or tabling around campus

#### **4.) Social Media and Marketing Strategies:**

- Develop and implement creative social media campaigns to increase awareness of the office's programs and events
- Create and curate content for various platforms (e.g., Instagram) that resonates with current and prospective students
- Design promotional materials, such as flyers and infographics, to advertise opportunities within the office

## 5.) Outside Classroom Connections:

- Provide support at Endeavor and SSIR faculty-led programs/events to ensure that they have all necessary materials and access to reserved spaces
- Attend and participate in class excursions to best support the needs of faculty and to help facilitate the development of community among residents. These will not include SSIR-affiliated travel opportunities during break periods

## 6. General Office Support:

- Participate in team meetings (as applicable) and contribute to discussions on how to improve student outreach and engagement
- Prepare materials for upcoming LLNSP events like Transition Programs, Orientation, Open Houses, etc.
- Participate in additional storytelling opportunities as academically available (Board of Trustees meetings, etc.)
- Design and implement assessment efforts around retention to LLNSP programs like Endeavor and SSIR to continually improve program offerings

## Qualifications:

- Applicants must maintain a 2.5 GPA prior to employment, and throughout their time in the role
- Must at least be in your second year at the start of employment
- Must be hired and serve as an Orientation Advisor to work with the Endeavor Pre-Orientation Program and New Spider Orientation
- Past participant in Endeavor OR SSIR. Preference given to those who have participated in both programs.
- Strong communication and interpersonal skills
- Enthusiasm for new student engagement and academic advising with familiarity with BannerWeb tools and registration processes
- Experience with social media platforms and basic design tools (e.g. Canva, Instagram, etc.)
- Ability to work independently and collaboratively in a team setting
- Strong organizational skills and attention to detail

## Remuneration:

- Satisfy a WELL 101 requirement towards your degree requirements (for new Navigators)
- \$13 an hour + 50 cent raise for each year of service
- Receive housing (in your 2025-26 on-campus housing assignment) throughout the duration of August training and orientation at no cost
- Receive all meals throughout the duration of August training and orientation at no cost
- Receive University gear
- Gain invaluable leadership opportunities and professional development experience that looks great on a resume to potential employers
- Network with University staff and fellow student leaders, as well as gain knowledge of campus resources and services
- *Note: Remuneration is subject to students' performance on the team and is not guaranteed to hired students who are unable to participate in the role's programming (including, but not limited to, illness and family emergencies). For questions regarding remuneration, please contact Sage Ober, Director of Living-Learning and New Student Programs, at [sober@richmond.edu](mailto:sober@richmond.edu), or Kaitlyn Van Dyk, Assistant Director of Living-Learning Programs, at [kaitlyn.vandyk@richmond.edu](mailto:kaitlyn.vandyk@richmond.edu)*

**Time Commitment/Additional Requirements:**

- Successfully complete the WELL 101 Orientation Advisor class (weekly, the six weeks after spring break 2025) (for new Navigators)
- The LLNSP Navigator will begin employment in mid-June and will work through the end of the Spring semester
- Return to campus for orientation advisor training, as your primary responsibility, on Sunday, August 10
- Fully participate, as your primary responsibility, in your assigned Transition Program (Endeavor) and New Spider Orientation programs (Sunday, August 17 – Saturday, August 23, 2025)
- Must reside in the United States during the advising period (usually mid-June to mid-August).
- Cannot also have a full-time university-sponsored research, fellowship, or internship during the summer advising period.
- Will need to commit to working 5-8 hours a week during the academic year

*Please note that this position description and communicated remuneration are subject to change based on mode of delivery, changes to the academic calendar, and/or availability of resources. Changes will be communicated as soon as they are available.*