



2018 RETURNING GROUP LEADER/PEER MENTOR INFORMATION

Dear Returning Staff Member,

Thank you for your interest in returning to the McKendree University New Student Orientation staff! Included in this packet are the following:

- Orientation Group Leader/Peer Mentor Position Description
- Important Dates

For your records, please keep this letter and the position description. All other parts should be turned in to complete your application.

Overall Staff Selection Timeline:

- Packet Questions:
 - **Packet Questions are due BEFORE January 16. Returning candidates should answer all questions in a separate document. Responses should be no more than 300 words per question:**
 - How you can use your previous experiences as an Orientation Group Leader/Peer Mentor to make next year meaningful for the class of 2021.
 - What do you think the role of a returning staff member entails or should entail? How would you implement those roles?
 - Ways in which you will work with new Orientation Group Leaders/Peer Mentors to help provide them with a positive experience.
 - What would be the most challenging aspect of being a returning Orientation Group Leader? How would you overcome that challenge?
 - What strengths or skills did you gain or develop for your previous experience as an Orientation Group Leader? How can you apply it to your future?
- Short Interview
 - Please schedule time for a short, 10-15 minute interview on either January 17 or January 18
 - SignUp Genius Link: <http://www.signupgenius.com/go/30e0944aaa72fa4f85-returning>

Other Important Dates *(Some dates and times may change):*

- **NSO Informational Sessions for New Hires** *(Would like available returning staff present to assist with questions)*
 - **January 15 at 6:30pm in PAC 220**
 - **January 16 at 12pm in The Lair**
- **New Hire Applications Due**
 - **Friday, January 26, 2018**
- **(Required) Summit on Leadership Development**
 - **February 10, 2018 from 9:30am-3pm; Maryville University**
- **New Hires Group Process** *(Would like available returning staff present to assist)*
 - **Saturday, February 17 from 9:30am-12pm; PAC (room TBA)**
- **New Hires - 20 Minute Individual Interviews** *(Would like available returning staff present to assist)*
 - **Saturday, February 17 from 1pm-5pm; PAC (room TBA)**
- **New Hires – Follow-Up Interviews (If necessary)**
 - **February 19-23**
- **New Hires – Selection Announcement**
 - **Friday, March 2**
- **(All Staff) Introductions, Expectations, Staff Social/Photos, Etc**
 - **Sunday, March 25 at 4pm; Location TBA**
- **(All Staff) Training Session (TBA)**
 - **April TBA**
- **NSO Returning Staff – Move In**
 - **August 16 (8am-12pm)**
- **NSO Returning Staff – Training**
 - **August 16 (1:30pm)**
- **New Hires – Move In**
 - **August 16 (3pm-6pm)**
- **(All Staff) – Welcome and Social Event**
 - **August 16 (7pm-8:30pm)**
- **(All Staff) – NSO Training**
 - **August 17-21**
- **New Student Orientation**
 - **August 22-25**
- **Classes Begin**
 - **August 27**
- **Welcome Week and Involvement Fair**
 - **August 27-30; Involvement Fair, August 28**

If you have any questions about this process, please stop by the Campus Activities Office, located below the Bookstore in The Lair and speak with Craig Robertson (croberts@mckendree.edu) (618-537-6856), Director of Campus Activities.

Orientation Group Leader/University 101 Peer Mentor Positions:

The Office of Campus Activities at McKendree University is seeking returning, full-time students to fill spots to complete our Orientation Group Leader/Peer Mentor staff for the 2018 New Student Orientation program. We are looking for dedicated, energetic and organized students to spearhead the coordination of the program. Selection as an Orientation Group Leader is a unique honor and a rewarding opportunity for personal and professional growth.

New Student Orientation is designed to welcome and acquaint all entering students and their families to McKendree University. The goals of orientation are:

- to introduce entering undergraduate students to the opportunities and responsibilities of academic life at the University;
- to integrate entering students into life at the University by connecting them to other students, faculty and administrators
- to introduce new students to the obligations and ethical standards of living in the community
- to help students maintain their personal health and wellness
- to introduce them to educational programs and opportunities – academic, social and religious
- to familiarize the families of new students with the University experience
- to introduce new students to McKendree University's traditions, standards, and policies

All positions will report directly to **Craig Robertson**, *Director of Campus Activities*.

General Requirements and Qualifications:

1. Orientation Group Leaders must be enrolled as a full-time undergraduate student and must be at minimum a sophomore student for Fall 2018. **They must be in good academic and judicial standing with a minimum cumulative GPA of 2.3 throughout employment with the Office of Campus Activities.** All candidates' academic and judicial records will be reviewed. The University reserves the right to decline participation to any student that does not meet requirements.
2. Returning Orientation Group Leaders will be **required** to participate in Orientation Group Leader selection and other training sessions during the year.
3. Assist with First Year Introduction (FYI) events as necessary.
4. Exhibit exemplary leadership potential and experience. Be open-minded towards cultures, ethnicities, lifestyles and backgrounds and inclusiveness.
5. Provide feedback to other Orientation Group Leaders on their performance and be open to feedback from other Orientation Group Leaders, New Student Orientation Student Coordinator, and Director of Campus Activities.
6. Orientation Group Leaders must have an overall working knowledge and understanding of the University and be able to accurately and effectively express this knowledge and understanding to incoming First Year students and their parents. Enthusiasm for McKendree University and the New Student Orientation program is a must.
7. Orientation Group Leaders will be expected to understand their role as University para-professionals, and as representatives of the Office of Campus Activities agree to act in a professional and responsible manner while executing their position responsibilities.
8. Possess strong communication and interpersonal skills.
9. Ability and willingness to confront conflict
10. Excellent organizational skills
11. Ability to serve as a role model; strong motivator
12. Support the University's purpose and goals for orientation. Activities are planned to:
 - a. Acquaint new students with each other, upperclassmen, faculty, and staff
 - b. Introduce new students to educational programs and opportunities – academic, social and religious
 - c. Introduce new students to McKendree University's traditions, standards, and policies
 - d. Introduce new students to the obligations and ethical standards of living in the community
 - e. Motivate new students for success at the University
 - f. Ease the transition to college life, giving attention to the special needs of any group or category of students
13. Leaders are expected to actively engage with students and provide overall support to make each program a success in accordance with our goals and mission.
14. Facilitate group presentation and discussions on subjects such as academics, and campus issues
15. Assist with supervision of scheduled Orientation events and serve as an informative and professional representative of the staff and of McKendree University at all times
16. Serve as a New Student Mentor within the University 101 setting
17. All other duties as assigned.

Returning Orientation Group Leader Compensation and benefits:

- \$125 stipend for August Orientation sessions
- \$50 stipend for Spring Semester Activities, to be paid in May; may be prorated for sessions not attended
- Leadership experience and job skills (communication, public speaking, and teamwork) which look great on a résumé.
- Various meals provided during Orientation Training week, New Student Orientation, and spring sessions
- (1) Orientation Staff t-shirt, (1) Orientation Staff polo shirt
- Improved skills, along with the satisfaction of representing McKendree University

Returning University 101 Peer Mentor Compensation and benefits:

- Receive a \$125 stipend in addition to the experience of a lifetime!
- Gain valuable knowledge as you help other students succeed at McKendree
- Expand your relationships and network of students, faculty and staff
- Greatly enhance your leadership, communication and organizational skills

University 101 Peer Mentor responsibilities include, but are not limited to the following:

- Must be available for University 101 class sessions in fall 2018 semester.
- Assist the University 101 facilitator with session presentation for a minimum of 16 hours for the fall 2018 semester.
- Serve as a positive role model
- Pay attention to the needs of your students; be familiar with campus resources and services
- Interact with various levels of the McKendree community
- Attend regularly scheduled University 101 Peer Mentor meetings
- Conduct yourself in an ethical and professional manner; maintain confidentiality
- Follow all risk management procedures and seek approval for any off-campus activities
- All other duties as assigned.

Discipline and/or Termination

The Office of Campus Activities may dock pay, place a staff member on probation, or terminate employment under the following circumstances:

- Failure of a staff member to carry out responsibilities and/or terms and conditions of his/her employment.
- On-campus or off-campus conduct deemed inappropriate for a campus staff member, which includes violations of Residence Life or the Campus Judicial Policies and Regulations Document, and/or other McKendree University policies.

Restrictions:

- To be a new Orientation Group Leader, you may not be in the Marching Band, Cheerleader or Dance Team, a member of the Residence Life Staff (Community Coordinator – CC or Resident Assistant – RA), or fall sport athlete for the fall semester due to the time commitments for training and orientation.
 - **Exception:** Applicant’s coach, supervisor, etc., gives written signature and agrees to your 100% participation in scheduled trainings and orientation activities. If you have questions, please contact the Director of Campus Activities.
- Orientation Group Leaders/Peer Mentors may not have other time commitments during assigned August orientation training or program sessions, but may be excused during free time depending on the program needs, and Director’s permission.

Please Place an ‘X’ in the left box to confirm:

	I understand that there is a grade requirement for this position and that the Director of Campus Activities will verify this information. I hereby give permission to the Office of Campus Activities to obtain information about my academic and disciplinary status. This information will be used for the sole purpose of determining my eligibility for the Orientation Group Leader/Peer Mentor position.
	I acknowledge that I have read the Returning Orientation Group Leader/Peer Mentor position description and am aware of the job qualifications, responsibilities, and expectations that are required of an Orientation Group Leader/Peer Mentor.
	I am aware of the dates and terms of employment. I understand that training dates are mandatory. I agree to be present on all of the dates listed if chosen to return as an Orientation Group Leader/Peer Mentor, and failure to meet these requirements will be grounds for termination.
	I understand that I am required to participate in the social network accounts created by the Office of Admissions or Office of Campus Activities who will view them for appropriate content related to the Orientation Group Leader position. The Office of Campus Activities may request any inappropriate material, deemed by the Office, to be changed or removed. I understand that failure to change or remove requested content will be grounds for termination.
	Name: _____ Date: _____

Application Completion:

- **Please complete and attach this document to the eForm application for Returning NSO Group Leaders/Peer Mentors.**