



NEW STUDENT ORIENTATION ORIENTATION GROUP LEADER/PEER MENTOR INFORMATION and SUPPORT MATERIALS PACKET

Dear Student,

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

- Orientation Group Leader/Peer Mentor Position Description
- Confirmation and Interview Availability Sheet

Applications and résumé are **due before 5pm on Tuesday, November 15, 2016**. Applicants are strongly encouraged to visit the Career Services Office to get information on résumés and interviewing. Reference forms will only be accepted from Professors, Professional University Staff, Employers, and former High School Teachers. References from family members and peers will not be accepted.

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

Overall Staff Selection Timeline (all times approximate):

- **Information Session**
 - **Monday, October 17 at 12:00pm in Lair**
 - **Monday, October 17 at 8:00pm in Lair**
- **Application and Résumé Deadline:**
 - **Tuesday, November 15, 2016 (Please Note New Date)**
 - Application **must** be completed online. It can be found at: www.mckendree.edu/orientation.
 - Résumé and references must be attached with the application.
- **Mandatory Career Services Interview Prep Session**
 - **Thursday, November 17 at 4pm, Lair**
- **Mandatory Group Process Activity**
 - **Friday, November 18, 2016 from 3:30pm-6:30pm**
- **Individual interviews**
 - **Sunday, November 20 – various locations**
 - Individual Interviews will consist of a 30 minute question and answer session.
- **Selection Announcement:**
 - **Monday, December 7, 2016**
 - Selected Group Leader/Peer Mentors must be ready to attend Orientation planning meetings soon after selection.
 - **Selections will be contacted via campus email.**

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. I look forward to receiving your application!

Sincerely,

Craig Robertson
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 2017 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 2017. **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. Orientation Group Leaders will be **required** to participate in Orientation Group Leader selection and other training sessions during the year.
3. Exhibit exemplary leadership potential and experience. Be open-minded towards cultures, ethnicities, lifestyles and backgrounds and inclusiveness.
4. 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.
5. 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.
6. Possess strong communication and interpersonal skills.
7. Ability and willingness to confront conflict
8. Excellent organizational skills
9. Ability to serve as a role model; strong motivator
10. 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
11. 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.
12. Facilitate group presentation and discussions on subjects such as academics, and campus issues
13. Assist with supervision of scheduled Orientation events and and serve as an informative and professional representative of the staff and of McKendree University at all times
14. Serve as a New Student Mentor within the University 101 setting
15. All other duties as assigned.

Other Orientation Group Leader/Peer Mentor Mandatory Commitments:

*Some of the above dates may change depending on program availability

- **Spring 2017 semester training sessions:**
 - **Sunday January 15 at 3:00pm:** Introductions, Expectations, Staff Photos
 - **Friday, February 3 at 5pm:** Handbook session Part 1
 - **Saturday, February 25 from 9am-2pm:** Leadership and Service Academy
 - **Saturday, March 25 at 8am:** Diversity Training/Handbook Session Part 2
 - **Friday, April 7 (Time TBA) - Peer Mentor Training**
- **Orientation New Student Orientation Preparation and New Student Orientation**
 - **Move In:** Wednesday, August 16, 2017 (tentative - date may be later pending updated training schedule)
 - **Training:** Thursday, August 17 – Tuesday, August 22 (tentative - date may be later pending updated training schedule)
 - **New Student Orientation:** Wednesday, August 23-Saturday, August 26
- **Staff Meeting and Evaluation**
 - Saturday, August 26, 2017
- **University 101 Class Assignment**
 - Classes begin Monday, August 28, 2017
- **Welcome Week**
 - Events and Activities during first week of classes
- **Involvement Fair – New Student Orientation Table**
 - **Tuesday, August 29, 2017; 11am-2pm (Tentative)**

Orientation Group Leader Compensation and benefits:

- \$100 stipend for August Orientation sessions
- \$50 stipend for Spring Semester Activities, to be paid in May
- Registration for Leadership and Service Academy
- Leadership experience and job skills (communication, public speaking, and teamwork) which look great on a résumé.
- Various meals provided during Orientation Training week and New Student Orientation.
- (1) Orientation Staff t-shirt, (1) Orientation Staff polo shirt
- Improved skills, along with the satisfaction of representing McKendree University

University 101 Peer Mentor Compensation and benefits:

- Receive a \$100 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 2017 semester.
- Assist the University 101 facilitator with session presentation for a minimum of 16 hours for the fall 2017 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.

Confirmations and Interview Availability Information

**Please complete pages 4 and 5 of this form and attach it to the eForm application. It should be turned in before the application deadline.*

I understand that the following are **mandatory**:

- **Spring 2017 semester training sessions:**
 - **Sunday January 15 at 3:00pm:** Introductions, Expectations, Staff Photos
 - **Friday, February 3 at 5pm:** Handbook session Part 1
 - **Saturday, February 25 from 9am-2pm:** Leadership and Service Academy
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**Some of the above dates may change depending on program availability.*

I am aware of the dates and terms of employment. I understand that these dates are mandatory. I agree to be present on all of the dates listed above if chosen as an Orientation Group Leader/Peer Mentor, and failure to meet these requirements will be grounds for termination.

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 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 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.

Signature

Date

Interview Availability:

- Individual Interviews will consist of a 30 minute question and answer session.
 - **Sunday November 20**

Please put an "X" by all days and times that you would be able to interview.

Sunday, November 20

9:00am	9:30am	10:00am	10:30pm	11:00pm	11:30pm	1:00pm	1:30pm	2:00pm	2:30pm	3:00pm
3:30pm	4:00pm	4:30pm	5:00pm							

Application Deadline: Please complete pages 4 of this form and attach to your eForm application along with your résumé by **Tuesday, November 15, 2016 at 5pm.**