



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

Applications and résumé are **due Date TBA**. 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.

Overall Staff Selection Timeline (events are subject to change):

- **Information Session**
 - **Dates TBA**
- **Application and Résumé Deadline:**
 - **Date TBA**
 - Application **must** be completed online. It can be found at: www.mckendree.edu/orientation.
 - Résumé must be attached with the application.
- **Reference Deadline:**
 - **Date TBA**
- **Mandatory Group Process Activity**
 - **Date TBA**
- **Mandatory Career Services Interview Prep Session**
 - **Date TBA**
 - **To be scheduled by applicant with Career Services Office**
- **Individual interviews**
 - Individual Interviews will consist of an approximate 30 minute question and answer session.
 - **Date TBA**
- **Selection Announcement:**
 - **Date TBA**
 - 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 2015 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 2015. **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 2016 semester training sessions:**
- **Staff Social, NSO Staff Photo, Promo Video**
- **Orientation New Student Orientation Preparation and New Student Orientation**
 - **Move In: August TBA**
 - **Training: August TBA**
 - **New Student Orientation: Wednesday, August TBA, August TBA**
- **Staff Meeting and Evaluation**
 - **Sunday, August TBA**
- **University 101 Class Assignment**
 - **Classes begin TBA**
- **Involvement Fair – New Student Orientation Table**
 - **Date TBA**

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 2015 semester.
- Assist the University 101 facilitator with session presentation for a minimum of 16 hours for the fall 2015 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.