



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
- Essay Question Sheet
- Two Recommendation Forms

Applications and résumé are **ASAP. This process will close once our openings are filled.** Recommendation forms are also **due before May 10.** Recommendation forms should be sent directly from your references by mail or email. References 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:

- **Application, Résumé and Reference Forms Due:**
 - Application **must** be completed online. It can be found at: www.mckendree.edu/orientation.
 - Résumé can be attached with the application or can be emailed to croberts@mckendree.edu.
 - Reference Forms may be mailed or emailed to our office by your references.
 - **Reference forms should be received by May 10.**
- **Individual interviews**
 - Individual Interviews will consist of a 20-30 minute question and answer session.
 - **Candidates who meet selection criteria will be offered an interview.**

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 2014 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 2014. **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

- **Orientation Staff Training Retreat**
 - June 27 and 28
- **Orientation New Student Orientation Preparation and New Student Orientation**
 - Move In: Friday, August 15 (Tentative)
 - Training: Sunday, August 16-18
 - New Student Orientation: Wednesday, August 20-Saturday, August 23
- **Staff Meeting and Evaluation**
 - Sunday, August 24, 2014
- **Involvement Fair – New Student Orientation Table**
 - Thursday, September 4; 11am-2pm

Orientation Group Leader Compensation and benefits:

- \$100 stipend for August Orientation sessions
- Registration for Summit on Leadership Development Conference
- 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 2014 semester.
- Assist the University 101 facilitator with session presentation for a minimum of 9 hours for the fall 2014 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.

Application Deadline

- **Please complete the online application and return the supporting materials ASAP.**
 - **Supporting Materials include: Résumé, Interview Availability, and Reference Forms**

Confirmations and Interview Availability Information

*Please turn this sheet in with your résumé.

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

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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 I am encouraged to participate in the Facebook social network accounts created by the Office of Campus Activities and Admissions Office to assist incoming students with their transition to McKendree University. The Office 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 20 minute question and answer session.

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

Monday

[illegible]

Tuesday

[illegible]

Wednesday

[illegible]

Thursday

[illegible]

Friday

[illegible]

ORIENTATION GROUP LEADER/PEER MENTOR RECOMMENDATION FORM

Please note: A McKendree faculty member, professional staff member, an employer, or past teacher must complete this form.

_____ has applied for a job as a McKendree University Orientation Leader/Peer Mentor for 2014-2015 academic year. As a staff member, she/he would be working in the fall program and would have the following kinds of responsibilities: leading small group discussions with parents and new students, participating in panel discussions with parents and student students, organizing and presenting programs, answering questions of all kinds about McKendree University on an informal one-to-one basis, working with a faculty or staff facilitator in a classroom setting, and conducting tours of the campus.

This position involves a great amount of responsibility and commitment. Staff members have considerable personal freedom to determine and complete their individual and group tasks. We are looking for applicants who are open minded, able to structure their own time, who are challenged by hard work, and who are able to define their own tasks and complete them with minimal supervision, and who can work successfully in a team environment. Please be candid and take this into consideration as you make your recommendation. We realize that you may not be able to make meaningful ratings on all of the characteristics, so please feel free to indicate that you have no basis for judgment if indeed you do not. **We must receive your recommendation and any supporting materials (reference letter, etc) no later than May 10, 2014** in order to begin the process of staff selection. If you need more detailed information about the position, please call (618) 537-6856. Thank you!

Rate each characteristic by using the following scale:

Strong

Weak

**Can't
Evaluate**

1

2

3

4

5

6

PERSONALITY

Makes a favorable first impression						
Relates well to those different from him/herself						
Maturity						

INITIATIVE

Self Motivated						
Ability to work independently						
Knows when to ask for help						

COMMUNICATION SKILLS

Articulate and clear in verbal expression						
Comfortable in front of groups						
Attentive listener						

TIME MANAGEMENT/ORGANIZATION

Plans ahead/Sets realistic goals and objectives						
Capable of managing several projects at once						
Dependable/Consistently On Time						
Pays attention to detail						

TEAMWORK

Works well with others						
Strong force in group efforts/does their share						
Receptive to constructive criticism						

ADMINISTRATIVE SKILLS

Works effectively with minimal supervision						
Able to maintain tact or confidentiality in difficult situations						

Please indicate your overall endorsement of this applicant. ____ Highly Recommend ____ Recommend with reluctance ____ Recommend
____ Would not recommend

Relationship to applicant: _____ How long have you known the applicant? _____

Reference Name (print) _____ Signature _____

Contact Number: _____

**Return form to: New Student Orientation – c/o Craig Robertson
701 College Road
Lebanon, IL 62254**

Recommendation form may also be faxed to: 618-537-6315 or emailed to: Craig Robertson at croberts@mckendree.edu

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