



NEW STUDENT 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:

- General Information Letter
- Orientation Group Leader Descriptions
- Peer Mentor Position Description
- Confirmations Sheet and Application Link

For the 2023-2024 academic year, the New Student Orientation staff will consist of the following:

- Orientation Student Coordinator
- Orientation Group Leader/University 101 (U101) Peer Mentor
- Orientation Group Leader/University 101 (U101) Peer Mentor (Honors)

Online applications must be completed and submitted by April 10, 2023 at 3pm. Applicants are strongly encouraged to use resources from the Career Services Office, (<https://www.mckendree.edu/offices/career-services/index.php>) 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 packet.

Overall Staff Selection Timeline (all times approximate):

- **New Hire Questions**
 - **By appointment – please contact Craig Robertson at croberts@mckendree.edu with any questions.**
- **New Hire Applications and Video Submissions Due (see next page for links and information)**
 - **Monday, April 10, 2023 by 3pm**
- **New Hires – Online Individual Interviews (In person or via Zoom) – Please allow 30-40 minutes for the interview)**
 - **Friday, April 14-Sunday, April 16, 2023. Applicants will be contacted to schedule interview times**
- **New Hires – Selection Announcement**
 - Selections will be contacted via phone and/or campus email by April 20, 2023.

If you have any questions about this process, please contact 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



NEW STUDENT ORIENTATION

GROUP LEADER

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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 2023-24 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

General Requirements:

- Orientation Group Leaders must be enrolled as a full-time undergraduate student and must be at minimum a sophomore student for Fall 2023.
- **Applicants must be in good academic and judicial standing with a minimum cumulative GPA of 2.75 throughout employment with the Office of Campus Activities.**
- Able to train and work as a participating Orientation Group Leader Saturday, August 12 through Sunday, August 20.

Benefits:

The New Student Orientation program strives to help student leaders develop their communication, organizational and leadership skills, which help prepare students for life beyond college. Serving as New Student Orientation Group Leader will enrich and reward you with many experiences and skills that will help you in your current collegiate status and prepare you for service in future career endeavors while serving as a productive citizen. The following benefits include:

- \$300 stipend (Orientation Group Leader). Assistance beyond Orientation may be eligible for additional compensation.
 - \$100 Spring/Summer training/participation modules (passing percentile/grade required)
 - \$200 August training and New Student Orientation
- (1) Orientation Staff polo shirt, (2) Orientation Staff t-shirts, (1) Into the Streets t-shirt, (1) U101 Peer Mentor Polo Shirt*
- Early move-in to your campus room if living on campus
- Various meals and snacks are available during August Orientation Staff Training and New Student Orientation.
- Leadership experience and job skills (communication, problem solving, public speaking, and teamwork), which look great on a résumé.
- Gain valuable knowledge as you positively influence others and help students succeed at McKendree
- Expand your personal relationships and network with students, faculty and staff

Expectations:

- Participation and completion of virtual and in-person training sessions
- Attend additional events as assigned through employment periods
- Report to shifts promptly for all training, programming, and events

- Exhibit 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 families.
- Report behavior that is harmful or unprofessional to supervisors without fear of retaliation
- Perform all duties in compliance with staff and University guidelines and regulations

Qualifications:

- Participation and completion of scheduled training sessions.
- Orientation Group Leaders must have a positive attitude, energy, and a welcoming personality
- Enthusiasm for McKendree University and the New Student Orientation program is a must.
- 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.
- Desire to enhance leadership, communication, and interpersonal skills
- Able to think on one's feet; able to handle numerous tasks that may come up quickly and unexpectedly
- Interest in working with a diverse group of students, family members, guests, and staff
- Familiarity with academic and extracurricular resources on campus

Duties:

- Facilitate group presentation and discussions on subjects such as academics, and campus issues
- 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
- Exhibit a positive, welcoming attitude to new students and their families
- Actively engage with students, serve as a resource, and provide overall support to make each program a success in accordance with our goals and mission.
- 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
- Perform other duties as assigned.



NEW STUDENT ORIENTATION

UNIVERSITY 101 - PEER MENTOR

INFORMATION PACKET

The University 101/104 Peer Mentor serves as a guide to support and provide academic assistance to first year students. The Peer Mentor serves as an integral part of the University 101 class, and in conjunction with New Student Orientation, it represents the first-year student acclimation to campus life. Each Peer Mentor assists students in developing their knowledge, learning new skills and bolstering their confidence to become independent learners with high academic performance. The Peer Mentor works closely with their faculty instructor in planning and preparation for the course, attends each class, assists students in transitioning to McKendree University, and may coordinate some out-of-class activities.

General Requirements:

- Current undergraduate McKendree University student in good academic standing with a 2.75 cumulative GPA or higher
- Successfully completed University 101 class and have at least 30 credit hours by the beginning of the Fall 2023 semester.

Benefits

Peer Mentors have the opportunity to build relationships with new students, develop leadership skills and guide new students through their first semester at McKendree University.

- \$200 Stipend
- (1) U101 Peer Mentor Polo Shirt*
- Early move-in to your campus room if living on campus
- Various meals and snacks are available during August Orientation Staff Training and New Student Orientation.
- Leadership experience and job skills (communication, problem solving, public speaking, and teamwork), which look great on a résumé.
- Gain valuable knowledge as you positively influence others and help students succeed at McKendree
- Expand your personal relationships and network with students, faculty and staff

Duties:

(This list is not comprehensive and additional duties may be assigned as needed):

- Represent New Student Orientation and McKendree University positively before, during, and after University 101 responsibilities.
- Assist the UNI101 instructor with the planning, preparation, and execution for the course. (Minimum 16 hours)
- Attend all class sessions, demonstrate timeliness, and effective time-management
- Play an active role in classroom lessons (e.g., help facilitate class discussion, assist instructor with classroom management)
- Coordinate multiple out-of-class activities that will acquaint the students with various on-campus resources and those within the Lebanon area
- Promote the importance of community service
- Work with other Peer Mentors, New Student Orientation staff, in addition to campus faculty and staff respectfully
- Assist with the university-sponsored events through the academic year, including New Student Orientation and others.
- Accurately record class and out-of-class activity attendance
- Maintain confidentiality with any shared information
- Attend required meetings with other Peer Mentors and UNI101 supervisors
- Promote professionalism and contribute to a friendly and productive learning environment
- Uphold all McKendree University policies and expectations
- All other duties as assigned

Expectations:

- Participation and completion of virtual and in-person training sessions
- Attend additional events as assigned through employment periods
- Report to shifts promptly for all training, programming, and events
- Exhibit 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 families.
- Report behavior that is harmful or unprofessional to supervisors without fear of retaliation
- Perform all duties in compliance with staff and University guidelines and regulations

Goals and Objectives:

- Serve as an energetic and enthusiastic mentor to help first-year students succeed at McKendree University
- Develop and maintain relationships with and provide assistance and support for first-year students (focus on a smooth transition, acclimation and a sense of belonging)
- Assist students in their transition to the college environment
- Support students in developing or refining their ability to actively pursue their academic and career goals.
- Support students in developing or refining their study skills and time management strategies. Make students aware of available resources on and around campus.
- Ability to inform students of different campus clubs and organizations, how they may get involved, or be able to start a club of their own if one is not offered.

Qualifications:

- Must be able to attend general staff orientation/training.
- Ability to relate to students from a variety of backgrounds and have a desire to help them succeed.
- Ability and desire to work as a team member
- An understanding and sensitivity towards challenges new students face when transitioning to college
- Knowledge of various resources on campus
- Exhibit knowledge of time management, organizational and study skills, as well as effective learning habits
- Display effective communication skills (written and verbal) and the ability to communicate difficult concepts
- Utilize strong critical thinking skills and the creativity to teach others to develop critical thinking skills
- Adaptable; willing to learn and implement new strategies for learning
- Utilizes Word, Excel, PowerPoint, and internet effectively

CURRENT FALL 2023 UNIVERSITY 101/104 COURSE OFFERINGS and DIVISION:

Course Type:	Class Date:	Class Time:	Division:
UNI-101	Mondays	12p-12:50p	ART/SCI, BUS
UNI-101	Mondays	12p-12:50p	Honors
UNI-104	Mondays	12p-12:50p	Int'l Student Transition
UNI-101	Mondays	2p-2:50p	BUS
UNI-101	Mondays	4p-4:50p	UNI
UNI-101	Tuesdays	8a-8:50a	UNI
UNI-101	Tuesdays	12:30p-1:20p	BUS, EDU, UNI
UNI-101	Tuesdays	2p-2:50p	EXP
UNI-101	Tuesdays	3:30p-4:50p	Honors
UNI-101	Wednesdays	8a-8:50a	HP
UNI-104	Wednesdays	10a-10:50a	Int'l Student Transition
UNI-101	Wednesdays	12p-12:50p	BUS, UNI
UNI-101	Wednesdays	2p-2:50p	BUS, EDU
UNI-101	Wednesdays	3p-3:50p	ART/SCI
UNI-101	Thursdays	2p-2:50p	EXP, HP

NOTE:

- We will attempt to match Peer Mentor majors with similar U101 class divisions; however, applicant majors may exceed available U101 course offerings. In that instance, peer mentor and course section may be made based upon best availability. **To be a Peer Mentor in the HONORS Division, you must currently be in the Honors Program.**