



NEW STUDENT ORIENTATION

STUDENT COORDINATOR

INFORMATION PACKET AND APPLICATION

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

- Orientation Coordinator Position Description
- Online Application Information

Application and résumé are due before 5pm on Friday, April 30, 2021.

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:

- Applications Due:
 - **Friday, April 30 by 5pm.**
- Individual interviews
 - **March 17**
 - Individual Interviews will consist of a 30 minute interview.
- Selection Announcement: **TBA**

If you have any questions about this process, please contact Craig Robertson, Director of Campus Activities at (croberts@mckendree.edu) or (618-537-6856).

Sincerely,

A handwritten signature in black ink, appearing to read 'Craig Robertson', is written over a horizontal line.

Craig Robertson
Director of Campus Activities

Orientation Coordinator Positions:

The Office of Campus Activities at McKendree University is seeking current full-time students to fill two (2) Orientation Staff Coordinator positions for the 2021-22 New Student Orientation program. We are looking for dedicated, energetic, and organized students to spearhead the coordination of the program. Selection as an Orientation Coordinator 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

The New Student Orientation Coordinator is a McKendree University student who works with the Campus Activities staff, Student Affairs staff, Academic Affairs staff, Admissions staff, and student leaders to assure that the Orientation program is administered in a professional manner. The successful candidate must be a current, full-time enrolled McKendree University Sophomore, or Junior student in good academic and judicial standing with a minimum cumulative GPA of 2.75. 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. The Coordinator is an active member of the University community and is committed to assisting with the Orientation program's mission to provide positive experiences for new students who are making the transition to McKendree University. Student Coordinators help facilitate events and oversee Orientation Group Leader training.

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

General Requirements and Qualifications:

1. Previous experience as an Orientation Group Leader or Student Ambassador is strongly preferred, **but not required**.
2. Orientation Coordinators will be required to participate in Orientation Leader selection and other training sessions during the year.
3. Creative – can solve problems without displaying frustration.
4. Dependable – on time and in place for all assigned activities. Ability to work late hours and weekends.
5. Exhibits leadership potential and experience. Is open-minded towards cultures, ethnicities, lifestyles and backgrounds and inclusiveness; ability to serve as a role model; strong motivator
6. Orientation Coordinators must have an overall working knowledge and understanding of the University and be able to accurately and effectively express this knowledge and understanding to Orientation Leaders, Support Staff and most importantly to incoming students and their parents. Enthusiasm for McKendree University and the New Student Orientation program is a must.
7. Orientation Coordinators 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.
 - a. Follows directions and gives instructions clearly and concisely.
 - b. Accept responsibility for decisions and sees duties through to completion.
8. Possess strong organizational, oral and written communication, and interpersonal skills.
9. Ability and willingness to confront conflict
10. Competency with Microsoft Office; specifically, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Outlook.
11. All other duties as assigned.

Responsibilities and Expectations

The Orientation Coordinator responsibilities include, but are not limited to the following:

- General
 - Be available on campus (as required) or virtually during employment
 - Orientation Coordinators are expected to be available full-time on campus August 8- 13 to help prepare for Staff Training and August 14-22 for Staff Training through New Student Orientation.
 - Assist with the planning and implementation of New Student Orientation, including Orientation Group Leader selection and training (returning and new staff).
 - Available for all trainings and New Student Orientation.
 - Assist in the supervision, mentoring, and evaluation of approximately 25 Orientation Group Leaders
 - Assist with compilation and processing of data from First Year Introduction sessions
 - Assist with staffing the office (as needed) and completing basic tasks, including filing, answering phones, responding to emails, etc.
 - Be willing to commit to temporary summer employment, which includes FYI sessions and Orientation.
 - Participate in various staff meetings (online or in-person) pertaining to Orientation
 - Maintain an updated and organized transition binder which contains notes and files
 - Assist with budget management
 - Assist with the implementation of all aspects of the 3–4 day session for new students and their families
 - Develop a group/team environment that welcomes new students and their families
 - Assist with coordination of the Involvement Fair (August 27 tentative)
- Publicity Responsibilities
 - Coordination of communication with families and new students
 - Assist with the development and creation of Orientation publications (handbook, social media sites, website, and others)
 - Work with other Coordinators and the Director to develop a solid Orientation Staff recruitment strategy, including flyers, brochures, electronic promotion, etc.
 - Develop and facilitate information sessions covering the Orientation Group Leader Position
- Training Responsibilities
 - Assist with the design and implementation of all training sessions.
 - Assist with updating and distribution of Orientation Staff Manual
 - Assist with the assignment of returning Orientation Group Leader responsibilities for training
 - Coordinate move-in information for Orientation Group Leaders
 - Assist with the coordination of Peer Mentor training
 - Assist with pairing of Peer Mentors to U101 Faculty
- Other duties as assigned

Orientation Coordinator Employment Term:

The Orientation Coordinator is expected to work a flexible schedule during the months of June and mid-July, with more standard scheduling starting late July through August for New Student Orientation. Some evening and weekend hours may be required and will be discussed as needed. Additional dates for the remainder of the year may be seen below:

- June 1 - September 3: FYI, Coordinator Training, Group Leader Training, NSO, and Involvement Fair; NSO parent and student assessment
- November 1 – December 3: Facilitate staff selection recruitment and info meetings
- February 1 – February 10: Facilitate staff selection recruitment and info meetings; develop programs/workshops
- February 11 – March 11: Staff Selection Process; Prepare for Spring Training
- March 23 – April 23: Spring Training, Staff Social, Photos, Paperwork, Transition, Prepare for Fall Training

*Above timeline and term are subject to updates.

Compensation:

The Orientation Coordinator compensation breakdown will be as follows:

- \$1000 - to be spread over the employment term listed above and may consist of existing Work Study, stipend, or combination thereof.
- Possible registration for an Orientation training conference or workshop. Staff member will be responsible for additional expenditures incurred.
- Leadership experience and job skills (communication, public speaking, and teamwork) which look great on a résumé.
- Various meals provided during FYI, Orientation Training week and New Student Orientation.
- (1) Orientation Staff t-shirt, (1) Orientation Staff polo shirt
- Gain valuable knowledge as you help other students succeed at McKendree
- Expand your relationships and network of students, faculty and staff

Restrictions:

- For clarifications or questions, please contact Craig Robertson, Director of Campus Activities.
- Due to the time constraints for training and other operations for New Student Orientation, candidates may not be a Resident Assistant, fall sport athlete, or participate in any other potentially conflicting activity during the months of August – September. For clarifications or questions, please contact Craig Robertson, Director of Campus Activities.

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:

- **Orientation Coordinators may not have other outside employment during employment period (Primarily during August training and New Student Orientation) without discussion with the Director and the Director's permission.**
- 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.

Application Deadline

- **Please complete the application no later than 5pm on April 30, 2021.**

APPLICATION INFORMATION: **IMPORTANT!**

Reminder:

Applications Due:

- **Friday, April 30 by 5:00pm**

Complete the Online Application:

- New Student Orientation Website: www.mckendree.edu/orientation; Click Freshmen **or**
- Direct Online Application Link: <https://forms.gle/UaCH8stm5WtaxePEA>

Application Questions:

Contact: Craig Robertson, Director of Campus Activities

Email: croberts@mckendree.edu

Office: 618-537-6856