



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 February 28, 2025.

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:
 - **February 28, 2025**
- Individual interviews
 - **March 3-7, 2025 (tentative)**
 - Individual Interviews will consist of a 30-45 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'.

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 one (1) Orientation Staff Coordinator position for the 2025-26 New Student Orientation program. We are looking for talented, dedicated, energetic, and organized individuals 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 various McKendree University entities, including: the Campus Activities Office, Student Affairs Office, Academic Affairs, Admissions Office, student leaders, and others 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 leadership experience as an Orientation Group Leader, Resident Assistant, Student Ambassador, or RSO (Registered Student Organization) Executive Board member is strongly preferred, **but not required**.
2. Orientation Coordinators are expected to be available full-time on campus August 14- 17 to help prepare for Staff Training, August 17-20 for Staff Training, and August 21-24 for New Student Orientation.
3. Orientation Coordinators will be required to participate in Orientation Leader selection and other training sessions during the year.

Other Qualifications:

- a. Creativity – can solve problems effectively without displaying frustration.
- b. Dependable – on time and in place for all assigned activities. Ability to work late hours and weekends if needed.
- c. 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
- d. Possess strong organizational, oral and written communication, and interpersonal skills.
- e. General knowledge and aptitude – 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.
 - i. 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.
 - ii. Follows directions and gives instructions clearly and concisely.
 - iii. Accept responsibility for decisions and sees duties through to completion.
- f. Competency with Microsoft Office; specifically, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Outlook.
- g. 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
 - Includes some temporary Spring and Summer employment, featuring some FYI sessions. ***Dates and times would be mutually agreed and communicated.**
 - Orientation Coordinators are expected to be available full-time on campus August 15- 17 to help prepare for Staff Training, August 17-20 for Staff Training, and August 21-24 for New Student Orientation.
 - Assist with the planning, implementation, and assessment of New Student Orientation.
 - Develop a group/team environment that welcomes new students and their families
 - Assist in the selection, training, supervision, mentoring, and evaluation of approximately 25 Orientation Group Leaders
 - Assist with compilation and processing of data from First Year Introduction and New Student Orientation
 - Assist with staffing the office (as needed) and completing basic tasks, including filing, answering phones, responding to emails, etc.
 - Participate in various staff meetings (online or in-person) pertaining to Orientation
 - Maintain an updated and organized transition binder which contains necessary notes and files
 - Assist with coordination of the Involvement Fair (late August or early September – Date TBA)
- **Publicity Responsibilities**
 - Coordination of communication with families and new students
 - Assist with the development/creation of Orientation publications (handbook, social media sites, website, and others)
 - Work with the Director and other staff members to develop a solid Orientation Staff recruitment strategy, including flyers, brochures, electronic promotion, information sessions, etc.
- **Training Responsibilities**
 - Assist with the design and implementation of training sessions.
 - Assist with updating and distribution of the Orientation Staff Manual
 - Assist with the assignment of returning Orientation Group Leader responsibilities for training
 - Coordinate move-in information for Orientation Group Leaders
 - Lead training sessions as specified.
- Other duties as assigned

Orientation Coordinator Employment Term:

The Orientation Coordinator is expected to work a flexible schedule during the months of April to mid-July, with more standard scheduling starting late July through August for New Student Orientation. Tentative dates may be seen below:

- **First Year Introduction (FYI) Dates**
 - **In-Person:** Saturday, April 26; Tuesday, June 3; Tuesday, June 10; Thursday, July 17
 - **Virtual (Online):** Tuesday, June 17
 - ***Dates and times would be mutually agreed and communicated.**
- August - September:
 - Coordinator Training, Group Leader Training, New Student Orientation, and Involvement Fair; NSO parent and student assessment
- Mid-October – Mid-November:
 - Staff Recruitment Promotion, Info Meetings
- Mid-November – Mid-December:
 - Staff Selection Begins: Applications, Training workshop/speaker brainstorm
- Mid January – Mid February:
 - Staff Selection Process: Interviews and Selection; Prepare for Spring Staff Training
- Mid March - April: Spring Training Sessions:
 - Staff Social, Individual Staff Photos, Social Media Promotion, Paperwork, Transition, Prepare for Fall Semester Training

*Above timeline and term are subject to updates.

Compensation:

The Orientation Coordinator compensation breakdown will be as follows:

- FYI Sessions Attended
 - 3-4 Hours - \$45 each
- New Student Orientation (NSO): Group Leader Training, New Student Orientation Coordinator
 - \$500 Stipend
- Post NSO Employment: Involvement Fair, Staff Recruitment/Selection, Spring Staff Training
 - Federal Work Study
- Possible registration for an Orientation or Leadership 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.
- Meals as available during FYI, Orientation Training week and New Student Orientation.
- (1) Orientation Coordinator t-shirt, (2) Orientation Coordinator polo shirts
- Gain valuable knowledge as you help other students succeed at McKendree
- Expand your relationships and network of students, faculty and staff

Additional potential Work Study and Leadership Roles.

Limited positions include *(May include additional application process. Will not influence or harm your current application process):*

- Descriptions: <https://www.mckendree.edu/student-life/involvement/activities/work-study/index.php>

Restrictions:

- For clarifications or questions, please contact Craig Robertson, Director of Campus Activities.
- Due to the time constraints and commitments for training and other operations for New Student Orientation, New Student Orientation Coordinator 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 INFORMATION: **IMPORTANT!**

Reminder:

Applications Due:

- **Please complete the application no later than February 28, 2025.**

Complete the Online Application:

- New Student Orientation Website: www.mckendree.edu/orientation
- Direct Online Application Link: <https://forms.office.com/r/cHNL6Vf4Ae>

Application Questions:

Contact: Craig Robertson, Director of Campus Activities

Email: croberts@mckendree.edu

Office: 618-537-6856