



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 2021-2022 academic year, the New Student Orientation staff will consist of the following:

- Orientation Student Coordinator
 - Information for this position is available on a separate application form.
- Orientation Group Leader/University 101 (U101) Peer Mentor Staff
 - Staff members will participate in training, New Student Orientation, and serve as a Peer Mentor for the University 101 (U101) class during the fall semester. The class meets one (1) hour per week with the possibility of some outside of class assignment.
 - Current U101 Class Availability (Please note there are limited numbers of classes in each time period)
 - **Honors Note:** To be a Peer Mentor for the Honors section, you must be in the Honors program.
 - Mondays: 8am-8:50am, 12pm-12:50pm, 12pm-12:50pm (Honors), 2pm-2:50pm, 4pm-4:50pm
 - Tuesdays: 8am-8:50am, 2pm-2:50pm, 4pm-4:50pm (Honors)
 - Current U102 (First Year Student Success or U104 (International Student Transition) Class Availability
 - **102:** Mon/Wed: 10am-10:50am; **102:** Tues/Thur: 11am-11:50am; ***102:** Tues: 6pm-7:50pm
 - **104:** Mon: 12pm-12:50pm; **104:** Tues: 8am-8:50am
- Orientation Group Leader Only (Limited Positions)
 - These staff members will participate in training and New Student Orientation, but will not be required to assist with the University Class through the fall semester
- Peer Mentor Only Leaders (Limited Positions – August 17, 2021; Additional Training Dates currently TBA)
 - These staff members will participate in Peer Mentor Training and University Class sessions only.

Online applications must be completed and résumé must be submitted **before 5pm on Friday, April 30, 2021**. 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)**
 - **Friday, April 30, 2021 by 5:00pm**
- **New Hires – Online Individual Interviews (Zoom or other medium – Please allow 30-40 minutes for the interview)**
 - **May 10-14 – Times will vary**
- **New Hires – Selection Announcement**
 - **Wednesday, May 19**
 - Selections will be contacted via phone and/or campus email.
 - **Positions must be confirmed and accepted by 12pm on Monday, May 24**

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

INFORMATION and SUPPORT MATERIALS PACKET

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 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 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 2021. **They must be in good academic and judicial standing with a minimum cumulative GPA of 2.4 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.
3. 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 families. Enthusiasm for McKendree University and the New Student Orientation program is a must.
4. **Teamwork and Leadership:** 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.
 - a. Exhibit exemplary leadership potential and experience. Be open-minded towards cultures, ethnicities, lifestyles and backgrounds and inclusiveness.
 - b. Collaborate with Orientation staff and others to reach a shared vision and goal process
5. Possess strong communication and interpersonal skills.
6. Ability and willingness to confront and mediate conflict
7. Excellent organizational skills
8. Ability to serve as a role model; strong motivator
9. 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
10. 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.
11. Facilitate group presentation and discussions on subjects such as academics, and campus issues
12. 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
13. All other duties as assigned.



NEW STUDENT ORIENTATION

UNIVERSITY 101 - PEER MENTOR

INFORMATION PACKET

The University 101 Peer Mentor (UNI101 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.

Position Requirements:

- Current undergraduate McKendree University student in good academic standing with a 2.4 cumulative GPA or higher
- Successfully completed University 101 class and have at least 30 credit hours by the beginning of the Fall 2021 semester.
- Must be able to attend general staff orientation/training. Due to Covid-19 concerns and uncertainty, training may consist of a variety of online modules, and in-person (August) staff training. Final dates are to be determined.
- Have the ability to relate to students from a variety of backgrounds and abilities and a desire to help them succeed.
- Have the ability and desire to work as a team member
- Have an understanding and sensitivity towards challenges new students face when transitioning to college
- Be knowledgeable about 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 and willing to learn and implement new strategies for learning
- Utilizes Word, Excel, PowerPoint, and internet effectively

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.

Additional Responsibilities (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.

(continued)

- 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

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
- Early move-in to your campus room if living on campus
- Meals provided during August Orientation Staff Training and New Student Orientation (staff serving as both Orientation Group Leader and U101 Peer Mentor).
- Leadership experience and job skills (communication, public speaking, and teamwork), which look great on a résumé.
- Registration for conferences or other enrichment opportunities (if applicable)
- Improved skills, along with the satisfaction of representing McKendree University
- Gain valuable knowledge as you positively influence others and help students succeed at McKendree
- Expand your relationships and network of students, faculty and staff
- Potential recommendations from faculty and staff

New Student Orientation Staff Mandatory Commitments:

*Some dates may change depending on program availability

- **2021 Summer online training sessions:**
 - June (Dates/Times TBA)
 - July (Dates/Times TBA)
 - August (Dates/Times TBA)
- **New Student Orientation Staff Training (August 13-17, 2021)**

**Staff are expected to be available all day for training purposes. Schedule will be updated as needed.*

 - **Orientation Staff Move In Date:** Friday, August 13 (Tentative time will be set)
 - **Returning Staff Only Meeting:** 5:00pm (tentative)
 - **Orientation Staff Team Building/Social :** Saturday, August 14
 - **Peer Mentor Training:** Tuesday, August 17 at 10am (tentative)
- **New Student Orientation**

**Staff are expected to be available all day for New Student Orientation. Schedule will be updated as needed.*

 - **New Student Orientation:** Wednesday, August 18-Saturday, August 21
- **University 101 Class Assignment**
 - Classes begin Monday, August 23, 2021 and conclude at the end of the Fall term
- **Welcome Week**
 - Events and Activities during first week of classes
- **Involvement Fair – Campus Activities Office Table**
 - **Friday, August 27, 2021; 11am-2pm (Tentative)**
- **2022 Staff Selection Information Sessions**
 - **November – TBA 2021 – Dates and Times TBA**

New Student Orientation Staff Member Compensation and Benefits:

- \$125 stipend (Orientation Group Leader). Assistance beyond Orientation may be eligible for additional compensation.
- \$200 additional stipend (Peer Mentor)
- (1) Orientation Staff t-shirt, (1) Orientation Staff polo shirt
- O-Card – Receive a total of 10 free items during the 2021-22 academic year at Campus Activities-run concessions (basketball, volleyball, lacrosse, soccer, wrestling, baseball, or softball)
- Early move-in to your campus room if living on campus
- Various meals provided during August Orientation Staff Training and New Student Orientation.
- Leadership experience and job skills (communication, public speaking, and teamwork), which look great on a résumé.
- Registration for conferences or other enrichment opportunities (if applicable)
- Improved skills, along with the satisfaction of representing McKendree University
- Gain valuable knowledge as you positively influence others and help students succeed at McKendree
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Conflicts and Restrictions (If you have questions, please contact the Director of Campus Activities):

- **Orientation Group Leader and Peer Mentor:** Due to the time commitments for New Student Orientation training and the Orientation program dates, applicants who also participate in a fall sport program or activity including: McKendree Athletics, Residence Life, Marching Band, Cheer, or other conflicting programs are required to provide the written signature of the applicant's coach, supervisor, etc., who agrees to your 100% participation in scheduled trainings and orientation activities.
- **Orientation Group Leader Only Applicants:** This opportunity allows for participation of those applicants who may have conflicts fulfilling both roles as Orientation Group Leader and Peer Mentor due to athletic or programmatic conflicts. Those applying for **Orientation Group Leader Only** positions are required to be present for training purposes.
- **Peer Mentor Only Applicants:** This opportunity allows for participation of those applicants who may have conflicts fulfilling both roles as Orientation Group Leader and Peer Mentor due to athletic or programmatic conflicts. Those applying for **Peer Mentor Only** positions are required to be present for Peer Mentor training purposes.
- New Student Orientation Staff may not have other conflicting time commitments during assigned training or standard orientation or peer mentor sessions, but may be excused during free time depending on the program needs, and Director's permission.

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.

Confirmations Sheet

**Please read the information listed below. On your online application, you must confirm that you have read, understand, and are responsible for the information presented in this packet.*

The online application is available BELOW or at www.mckendree.edu/orientation.

Please ensure that application information is complete and accurate to avoid and interruptions in the selection process.

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

- **2021 Summer online training sessions:**
 - **June (Dates/Times TBA)**
 - **July (Dates/Times TBA)**
 - **August (Dates/Times TBA)**
- **New Student Orientation Staff Training (August 13-17, 2021)**

**Staff are expected to be available all day for training purposes. Schedule will be updated as needed.*

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**Some of the above dates may change depending on program availability.*

I acknowledge that I have read the position descriptions included in the applicant packet and I am aware of the job qualifications, responsibilities, and expectations that are required of a New Student Orientation Staff Student Employee. I understand that the dates and terms of employment are mandatory. I agree to be present and accountable for all required dates if chosen as a New Student Orientation Staff member, and failure to meet these requirements will be grounds for termination.

I understand that there is a grade requirement for this position and that the Director of Campus Activities will verify this information. I hereby give permission to the Office of Campus Activities to obtain information about my academic and disciplinary status. This information will be used for the sole purpose of determining my eligibility for the Orientation Group Leader/Peer Mentor position.

I understand that I am required to participate in the social network accounts created by the Office of Admissions or Office of Campus Activities who will view them for appropriate content related to the New Student Orientation staff position. Either office may request any inappropriate material, deemed by the Office or University, to be changed or removed. I understand that failure to change or remove requested content will be grounds for termination.

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/n2vGmY6fC3VAvtqD6>
 - Video Submission Questions (Please add the actual file to the application, or provide a link that may be viewed):
 - Introduce yourself and tell us a little bit about you.
 - Why do you want to be a New Student Orientation Group Leader/Peer Mentor and why should we select you?
 - Provide a McKendree-themed TikTok-style video where you encourage students to join in the New Student Orientation sessions with other fellow incoming students.
 - **** Take a creative route that you are comfortable with! We will not evaluate your editing skills...****

Application Questions:

Contact: Craig Robertson, Director of Campus Activities

Email: croberts@mckendree.edu

Office: 618-537-6856