



# UNIVERSITY OF MARYLAND

## **ORIENTATION STAFF 2018**

**Deadline for application: Wednesday, October 25 at 11:59pm**

The Orientation Office is a dynamic office with a strong, dedicated, and energetic student staff. The Orientation Office staff has the unique opportunity to impact the lives of over 10,000 new students, parents, and family members annually! Currently, we are looking to hire our 2017-2018 Orientation Staff.

The University of Maryland, College Park, actively subscribes to a policy of equal employment opportunity, and will not discriminate against any employee or applicant because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry or national origin, marital status, genetic information, political affiliation, and gender identity or expression. Minorities and women are encouraged to apply.

### **POSITION DESCRIPTIONS**

#### **ORIENTATION ADVISOR**

The Orientation Advisor (OA) position consists of a 12-month employment agreement that provides a current undergraduate student the opportunity to support new first-year students, transfer students, and their families in their transition to the University of Maryland. OAs are responsible for assisting students with academic advising, providing information about campus resources and services, educating students about campus policies and procedures, and helping new students acclimate to the university environment. In addition, an OA serves as a representative of the Orientation Office and the University of Maryland. This position requires some physical labor and will require extensive walking during the summer.

#### **PROGRAM REGISTRAR**

The Program Registrar (PR) position is an 8-month employment agreement that involves the registration of new students and their families for orientation programs, answering phone calls and questions about the orientation program and campus, and assisting in preparing for all orientation programs. PRs are also required to disseminate current information about the campus and assist in the daily administrative operations of the Orientation Office. This position incorporates working in cooperation with the professional staff and the other student staff members in the Orientation Office. In addition, this position serves as an initial point of contact for new students and their families. As such, the PR should act as a positive representative of the Orientation Office and the campus community. This position requires some physical labor and is mainly an office position.

## ELIGIBILITY REQUIREMENTS

*Note: the two positions have different requirements. Please review both completely.*

<b>Orientation Advisor</b>	<b>Program Registrar</b>
<p>Requires a student to commit to a 12-month agreement, beginning on January 24, 2018 and concluding on January 23, 2019. Eligible candidates must meet the following stipulations:</p> <ol style="list-style-type: none"><li>1. Attend the University of Maryland for at least one semester prior to January 2018.</li><li>2. Must be a returning student for fall semester 2018 and must be graduating after December 2018.</li><li>3. Maintain a GPA of 2.5 or higher at the time of application and throughout the duration of the position.</li><li>4. Refrain from registering for summer classes, assuming other job responsibilities, or engaging in external commitments without prior approval during the period of summer employment (June to August).</li><li>5. Reside on campus during the summer Orientation programs in the assigned residence hall.</li><li>6. Participate in a one-week training program prior to the start of summer Orientation programs (May 21-25, 2018).</li><li>7. Be available for the entire duration of summer Orientation programs, which conclude Friday, August 24, 2018.</li><li>8. Complete HESI318-O, the Orientation Staff Student Seminar, during the Spring 2018 semester with a grade of 'B-' or better. Course meeting times will be announced during the selection process. The Orientation Office will provide registration stamps to selected Orientation Advisors for class registration.</li><li>9. Must not have any major Resident Life or Student Conduct infractions/violations.</li></ol>	<p>Requires a student to commit to a 8-month agreement, beginning on January 24, 2018 and concluding on August 24, 2018. Eligible candidates must meet the following stipulations:</p> <ol style="list-style-type: none"><li>1. Attend the University of Maryland for at least one semester prior to January 2018.</li><li>2. Must be a returning student for fall semester 2018 and must be graduating after December 2018.</li><li>3. Maintain a GPA of 2.5 or higher at the time of application and throughout the duration of the position.</li><li>4. Refrain from registering for summer classes, assuming other job responsibilities, or engaging in external commitments without prior approval during the period of summer employment (June to August).</li><li>5. Reside on campus during the summer Orientation programs in the assigned residence hall.</li><li>6. Participate in a one-week training program prior to the start of summer Orientation programs (May 21-25, 2018).</li><li>7. Be available for the entire duration of summer Orientation programs, which conclude Friday, August 24, 2017.</li><li>8. Complete HESI318-O, the Orientation Staff Student Seminar, during the Spring 2018 semester with a grade of 'B-' or better. Course meeting times will be announced during the selection process. The Orientation Office will provide registration stamps to selected Orientation Advisors for class registration.</li><li>9. Must not have any major Resident Life or Student Conduct infractions/violations.</li></ol>

## POSITION RESPONSIBILITIES

*Note: the two positions have different responsibilities. Please review both completely.*

<b>Orientation Advisor</b>	<b>Program Registrar</b>
<ol style="list-style-type: none"> <li>1. Leading transitional orientation programs for first-year students, transfer students, returning students, and their families.</li> <li>2. Work the duration of the Orientation programs for which they are assigned, spanning late May through late August. Scheduling concerns for individual OAs (i.e. RA and CA Training) will be taken into consideration for August programs. If any issues are anticipated, the OA is expected to relay this information as soon as it is available to the Assistant Director of Orientation.</li> <li>3. Portraying the University of Maryland, its policies, agencies, services, and campus life in general in a positive and professional manner to new students and their parents and families.</li> <li>4. Assisting students in areas regarding academic decisions, registration, and finances.</li> <li>5. Participating in staff meetings and periodic performance evaluations.</li> <li>6. Assisting in all aspects of Orientation program preparation.</li> <li>7. Participating in educational presentations and role-plays (skits and small group discussions) that make students aware of college life and successful transition strategies.</li> <li>8. Developing expertise in an assigned academic college in preparation to assist in the advising of students.</li> <li>9. Participating in recruitment for 2018-2019 Orientation Staff, including but not limited to: Locator Booths, First Look Fair, and information sessions.</li> <li>10. The Orientation Advisor will be expected to participate in a scheduled all-staff retreat, March 2-4, 2018.</li> <li>11. Orientation Advisors must work 1-day winter Orientation programs that occur in December 2018 &amp; January 2019, as well as 1-day spring Orientation programs that occur in May 2019. Scheduling is worked around individual schedules.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assist in all aspects of registration of accepted UMD students into summer Orientation programs.</li> <li>2. Work the duration of the summer Orientation programs, spanning late May through late August for approximately 40 hours per week.</li> <li>3. Portraying the University of Maryland, its policies, agencies, services, and campus life in general in a positive and professional manner to new students and their parents and families.</li> <li>4. Participating in staff meetings and periodic performance evaluations.</li> <li>5. Assist with Orientation check-in, as assigned by the Program Coordinator for Orientation</li> <li>6. The Program Registrar will be expected to participate in a scheduled all-staff retreat, March 2-4, 2018.</li> <li>7. Program Registrar duties include some physical labor. This includes, but is not limited to, preparing program materials, recording evaluation data, and support of the check-in process.</li> <li>8. PRs may work additional hours during the academic year with supervisor approval.</li> <li>9. PRs have the option to work 1-day winter Orientation programs that occur in December 2018 &amp; January 2019, as well as 1-day spring Orientation programs that occur in May 2019.</li> </ol>

## SELECTION INFORMATION & TIMELINE

### **INFORMATION SESSIONS (attendance is suggested but not required)**

Wednesday, September 20 at 5:30pm in 1100 Cambridge Community Center

Tuesday, September 26 at 7:00 pm in 1102 Cole Field House

Tuesday, October 3 at 7:30pm in 1102 Cole Field House

Wednesday, October 4 at 5:30 pm in 1102 Cole Field House

Wednesday, October 11 at 7:00pm in 1100 Cambridge Community Center

Tuesday, October 17 at 6:30pm in 1102 Cole Field House

Wednesday, October 18 at 5:30pm in 1102 Cole Field House

### **SELECTION PROCESS**

The submission of a completed application is the first step in our selection process.

**1. Group Interview** – All applicants in good academic and judicial standing will be invited to participate in our group interview on Sunday, October 29, 2017 from 3-5pm. A first round decision will be made on who will continue to the individual interviews.

**2. Individual Interviews** – If invited to participate in the individual interview, you will sign up for a time during which you will have an individual interview with 2-3 members of our central staff. After all interviews are completed, we will notify all candidates of their status moving onto the final round of selection by email.

**3. Final Group Interview** – The final round of our process is another group interview, which will be held on Thursday, November 16, 2017 at 7pm.

Notification of selection for the individual interviews and final group interview will be sent by email. Notification of final staff selection will be done in writing by Monday, November 20. In order to accept the offer, newly selected staff must acknowledge and sign the employment agreement provided by the Orientation Office by Monday, November 27.

## BENEFITS & COMPENSATION

*Note: the positions of an Orientation Advisor and Program Registrar have two separate benefits and compensation packages. Please review both completely.*

<b>Orientation Advisor</b>	<b>Program Registrar</b>
<p>1. Orientation Advisors are paid a stipend of \$3,000.00 to cover the eight weeks of summer Orientation programs and the one-week training prior to the beginning of summer programs.</p> <p>2. Orientation Advisors will receive an employment package (including, but not limited to, on-campus housing, program meals, uniform components, campus facilities use, and staff appreciation and professional development events/programs) valued at approximately \$2,500.00.</p> <p>3. Orientation Advisors are paid minimum wage per hour for work during the late August 2018, December 2018, January 2019, April 2019, and May 2019 Orientation programs, Locator Booths, First Look Fair, and other activities.</p> <p>4. On-campus housing is provided during the one-week training period and the summer (approx. Memorial Day – August 17). Please note that this arrangement does not include late August programs, although early move-in will be available to staff who will be living in on-campus housing/DRL managed housing for the Fall semester during the time period between summer programs and the beginning of the Fall semester.</p> <p>5. Meals will be provided when Orientation students are in attendance. Meals will include five breakfasts, five lunches, and two dinners per week. No meals are provided on weekends or when program participants are not on campus.</p> <p>6. A Terrapin Express deposit in the amount of \$250.00 will be given to each Orientation Advisor at the start of Training Week to assist with the cost of meals not included during the Orientation programs and other expenses (i.e. – laundry).</p> <p>7. A pass for the ERC will be provided for Orientation Advisors for the duration of the summer.</p> <p>8. On-campus parking will be provided if requested.</p>	<p>1. Program Registrars are paid a stipend of \$3,000.00 to cover the eight weeks of summer orientation programs and the one-week training prior to the beginning of summer programs.</p> <p>2. Program Registrars will receive an employment package (including, but not limited to, on-campus housing, program meals, uniform components, campus facilities use, and staff appreciation and professional development events/programs) valued at approximately \$2,500.00.</p> <p>3. Program Registrars are paid minimum wage per hour for work during August 2018, December 2018, January 2019, April 2019, and May 2019 Orientation programs.</p> <p>4. On-campus housing is provided during the one-week training period and the summer (approx. Memorial Day – August 17). Please note that this arrangement does not include late August programs, although early move-in will be available to staff who will be living in on-campus housing/DRL managed housing for the Fall semester during the time period between summer programs and the beginning of the Fall semester.</p> <p>5. Meals will be provided when Orientation students are in attendance. Meals will include five breakfasts, five lunches, and two dinners per week. No meals are provided on weekends or when program participants are not on campus.</p> <p>6. A Terrapin Express deposit in the amount of \$250.00 will be given to each Program Registrar at the start of Training Week to assist with the cost of meals not included during Orientation programs and other expenses (i.e. – laundry).</p> <p>7. A pass for the ERC will be provided for Program Registrars for the duration of the summer.</p> <p>8. Program Registrars are allowed 5 days of vacation time to be taken during summer New Student Orientation programs. The Program Coordinator will approve this time.</p> <p>9. On-campus parking will be provided if requested.</p>