ORIENTATION STAFF 2017

Deadline for application: Friday, September 30th, 2016 by 4:30pm to 1102 Cole Field House

ORIENTATION STAFF JOB DESCRIPTION & APPLICATION

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 each year! Currently, we are looking to hire our 2016-2017 Orientation Staff. Please read the job descriptions for both positions available: Orientation Advisor and Program Registrar. Both are equally as important to the successful transition of our new students and family members, but they are two different positions. After reading the descriptions, decide which position is best suited for you (you may choose both). During the selection process we will consider you for the positions that you have marked on your application.

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.
INFORMATION SESSIONS (attendance is suggested but not required)
Thursday, September 15th at 5:30pm in Cole Field House 1102
Monday, September 19th at 6:00pm in Cambridge Community Center 1111
Wednesday, September 21st at 6:30pm in Cambridge Community Center 1111
Thursday, September 22nd at 7:00pm in South Campus Commons 1 Seminar Room 1102
Friday, September 23rd at 3:30pm in Cole Field House 1102

SELECTION PROCESS
The submission of a completed application is the first step in our three-step selection process.

1. **Group Interview** – You will sign up for a group interview when you submit your application in person to 1102 Cole Field House. 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 come into the office and sign up for a time during which you will have an individual interview with 2-3 members of our staff. After all interviews are completed, we will notify all candidates of their status moving onto the third and final round of selection by email.
3. **Final Group Interview** – The third and final round will be a small group interview to allow us to get to know you a little better and to select the final staff.

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. In order to accept the offer, newly selected staff must acknowledge and sign the employment agreement provided by the Orientation Office. Selection of the staff will be based upon this application, references provided, and the recommendation of interviewers on the selection committee.
**ELIGIBILITY REQUIREMENTS**

*The positions of Orientation Advisor and Program Registrar have two separate requirements. Please review both completely.*

<table>
<thead>
<tr>
<th>Orientation Advisor</th>
<th>Program Registrar</th>
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</table>
| Requires a student to commit to a 12-month agreement, beginning on January 25\(^{th}\), 2017 and concluding on January 24\(^{th}\), 2018. Eligible candidates must meet the following stipulations:  
1. Attend the University of Maryland for at least one semester prior to January 2017.  
2. Must be a returning student for fall semester 2017 and must be graduating after December 2017.  
3. Maintain a GPA of 2.5 or higher at the time of application and throughout the duration of the position.  
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). Compensation will be adjusted accordingly if summer classes conflict with completion of work hours.  
5. Reside on campus during the summer orientation programs in the assigned residence hall.  
6. Attend a one-week training program immediately prior to the start of New Student Orientation summer programs (May 22\(^{nd}\)-26\(^{th}\), 2017).  
7. Be available for the entire duration of summer New Student Orientation programs, which conclude the day before the fall semester begins.  
8. Complete HESI318-O, the Orientation Staff Student Seminar, during the Spring 2017 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.  
9. Must not have any major Resident Life or Student Conduct infractions/violations. | Requires a student to commit to a 8-month agreement, beginning on January 25\(^{th}\), 2017 and concluding on August 25\(^{th}\), 2017. Eligible candidates must meet the following stipulations:  
1. Attend the University of Maryland for at least one semester prior to January 2017.  
2. Must be a returning student for fall semester 2017 and must be graduating after December 2017.  
3. Maintain a GPA of 2.5 or higher at the time of application and throughout the duration of the position.  
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). Compensation will be adjusted accordingly if summer classes conflict with completion of work hours.  
5. Reside on campus during the summer New Student Orientation programs in the assigned residence hall.  
6. Attend a one-week training program immediately prior to the start of New Student Orientation summer programs (May 22\(^{nd}\)-26\(^{th}\), 2017).  
7. Be available for the entire duration of summer New Student Orientation programs, which conclude the day before the fall semester begins.  
8. Complete HESI318-O, the Orientation Staff Student Seminar, during the Spring 2016 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.  
9. Must not have any major Resident Life or Student Conduct infractions/violations. |
RESPONSIBILITIES
The positions of Orientation Advisor and Program Registrar have two separate responsibilities. Please review both completely.

<table>
<thead>
<tr>
<th>Orientation Advisor</th>
<th>Program Registrar</th>
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<tbody>
<tr>
<td>The Orientation Advisor is expected to participate in 12-month employment that will</td>
<td>The Program Registrar is expected to participate in 8-month employment that will</td>
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<tr>
<td>involve a commitment to the following:</td>
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<tr>
<td>1. Leading transitional orientation programs for first-year students, transfer</td>
<td>1. Assist in all aspects of registration of accepted UMD students into summer</td>
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<tr>
<td>students, returning students, and their families.</td>
<td>New Student Orientation programs.</td>
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<tr>
<td>2. Work the duration of the New Student Orientation programs for which he/she is</td>
<td>2. Work the duration of the summer New Student Orientation programs including</td>
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<td>assigned, spanning late May through August.</td>
<td>late August coverage.</td>
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<tr>
<td>3. Portraying the University of Maryland, its policies, agencies, services, and</td>
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<tr>
<td>campus life in general in a positive and professional manner to new students and</td>
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</tr>
<tr>
<td>their parents and families.</td>
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<tr>
<td>4. Assisting students in areas regarding academic decisions, registration, and</td>
<td>4. Participating in staff meetings and periodic performance evaluations.</td>
</tr>
<tr>
<td>finances.</td>
<td></td>
</tr>
<tr>
<td>5. Participating in staff meetings and periodic performance evaluations.</td>
<td>5. Assist with New Student Orientation check-in 3 days of each week of summer New</td>
</tr>
<tr>
<td>6. Assisting in all aspects of New Student Orientation program preparation.</td>
<td>Student Orientation programs as applicable.</td>
</tr>
<tr>
<td>7. Participating in educational presentations and role-plays (skits and small group</td>
<td>6. Log 40 hours per week of office work.</td>
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<td>discussions) that make students aware of college life and successful transition</td>
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<tr>
<td>strategies.</td>
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<td>8. Developing expertise in an assigned academic college in preparation to assist in</td>
<td></td>
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<tr>
<td>the advising of students.</td>
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**ADDITIONAL COMMITMENTS**

The positions of Orientation Advisor and Program Registrar have two separate additional commitments sections. Please review both completely.

<table>
<thead>
<tr>
<th>Orientation Advisor</th>
<th>Program Registrar</th>
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<tbody>
<tr>
<td>In addition to the previous stated responsibilities, the Orientation Advisor will be expected to fulfill the following requirements that will occur throughout the year:</td>
<td>In addition to the previous stated responsibilities, the Program Registrar will be expected to fulfill the following requirements that will occur throughout the year:</td>
</tr>
<tr>
<td>1. The Orientation Advisor will be expected to participate in a scheduled all-staff retreat, March 3-5, 2017</td>
<td>1. The Program Registrar will be expected to participate in a scheduled all-staff retreat, March 3-5, 2017</td>
</tr>
<tr>
<td>2. In addition working all regularly scheduled New Student Orientation programs during the summer, Orientation Advisors must participate in late August New Student Orientation programs that will occur prior to the start of the fall semester. Scheduling concerns for individual OAs (i.e. RA and CA Training) will be taken into consideration, along with the needs of the New Student Orientation programs. If any issues are anticipated, the OA is expected to relay this information as soon as it is available to the central staff.</td>
<td>2. Program Registrar duties do include some physical labor. This includes, but is not limited to, program packets, evaluative data, and support of the check-in process.</td>
</tr>
<tr>
<td>3. The responsibilities of an Orientation Advisor during the Fall 2017 semester will include working at all events that the Orientation Office participates in, including Locator Booths and the First Look Fair.</td>
<td>3. The responsibilities of a Program Registrar during the Fall 2017 semester will include working at all events that the Orientation Office participates in, including Locator Booths and the First Look Fair.</td>
</tr>
<tr>
<td>4. OAs must take an active role in the recruitment of the new Orientation Staff.</td>
<td>4. PRs must take an active role in the recruitment of the new Orientation Staff.</td>
</tr>
<tr>
<td>5. Orientation Advisors must work New Student Orientation programs that occur in December 2017 and January 2018.</td>
<td>5. PRs assist with the preparation and transportation of program materials. This includes, but is not limited to, program packets, evaluative data, and support of the check-in process.</td>
</tr>
<tr>
<td>6. OAs must be available to work New Student Orientation programs scheduled for April and May 2018 that will occur on Fridays. Scheduling is worked around individual schedules.</td>
<td>6. PRs may work additional hours during the academic year with supervisor approval.</td>
</tr>
<tr>
<td>7. OAs assist with the preparation and transportation of program materials. This includes, but is not limited to, program packets, evaluative data, and support of the check-in process.</td>
<td>7. PRs have the option to work New Student Orientation programs that occur in December 2017 and January 2018.</td>
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</tbody>
</table>
**BENEFITS AND COMPENSATION**

The positions of an Orientation Advisor and Program Registrar have two separate benefits and compensation packages. Please review both completely.

<table>
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<th>Program Registrar</th>
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<tbody>
<tr>
<td>1. Orientation Advisors are paid a stipend of $3,000.00 to cover the eight weeks of summer New Student Orientation programs and the one-week training prior to the beginning of summer programs.</td>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>3. Orientation Advisors are paid minimum wage per hour for work during the late August 2017, December 2017, January 2018, April 2018, and May 2018 New Student Orientation programs, Locator Booths, First Look Fair, and other activities.</td>
<td>3. Program Registrars are paid minimum wage per hour for work during the late August 2017, December 2017, January 2018, April 2018, and May 2018 New Student Orientation programs, Locator Booths, First Look Fair, and other activities.</td>
</tr>
<tr>
<td>4. On-campus housing is provided during the one-week training period and the summer (approx. Memorial Day – August 18th). 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.</td>
<td>4. On-campus housing is provided during the one-week training period and the summer (approx. Memorial Day – August 18th). 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.</td>
</tr>
<tr>
<td>5. Meals will be provided when New Student 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.</td>
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</tr>
<tr>
<td>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 New Student Orientation.</td>
<td>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 the New Student Orientation.</td>
</tr>
<tr>
<td>Meals not included during the New Student Orientation programs and other expenses (i.e. – laundry). 7. A pass for the ERC will be provided for Orientation Advisors for the duration of the summer. 8. On-campus parking will be provided if requested.</td>
<td>Programs and other expenses (i.e. – laundry). 7. A pass for the ERC will be provided for Program Registrars for the duration of the summer. 8. Program Registrars are allowed 5 days of vacation time to be taken during summer New Student Orientation programs. Central Staff must approve time off in advance in order to ensure sufficient office coverage and appropriate staffing. 9. On-campus parking will be provided if requested.</td>
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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.

**Deadline for application**: Friday, September 30th, 2016 by 4:30pm to 1102 Cole Field House
Orientation Staff Application

PLEASE CIRCLE THE POSITION(S) YOU ARE APPLYING FOR:
OA    PR    BOTH

Please thoroughly read the attached Job Description before completing this application. Please complete your responses on this form using blue or black ink. Unless otherwise specified, you may use the space provided and/or attach additional pages to your application. If you attach additional pages, please be sure that your name is on every page. Please review all parts of the application before submitting your application. Please submit your application to 1102 Cole Field House, College Park, MD 20742. Applications are due on Friday, September 30th, 2016, by 4:30pm.

Name:
(first) (middle) (last) (suffix)
UID:

Nickname/Prefer to be called:

Gender:
Preferred e-mail address:

Campus/Local Address:
Cell Phone Number:

Permanent/Home Address:

Current Classification as of Fall 2016 (please circle one):
First-year Sophomore Junior

Previous College(s) Attended (if transfer student):

College and Major(s):
Minor(s):

Cumulative GPA:
Expected Graduation Date (Term and Year):

How did you hear about the Orientation Staff application?

( ) Poster
( ) Website/Social Media
( ) Resident Assistant/Resident Director/Community Director (Name:____________________)
( ) Academic Advisor/Academic College/Academic Department (Name:____________________)
( ) Staff Member (Name:____________________)
( ) Orientation Advisor (Name:____________________)
( ) First Look Fair
( ) Other (Please explain:____________________)
**Personal Information and Involvements**

Use the space below and attach a resume to your submission to list your out-of-class activities, involvement, and previous employment. Applicants who are first semester freshmen or transfer students may include activities and/or employment from high school or previous college(s) attended. All other applicants should limit the listings to activities with which they have been/are involved with while enrolled at the University of Maryland.

<table>
<thead>
<tr>
<th>Activity/Organization</th>
<th>Dates of Involvement</th>
<th>Position(s)</th>
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<tbody>
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</table>

Use the space below and attach a resume to your submission to list any awards or honors you have received:

Hobbies and other interests (Please list any special skills, interests, or experiences that you would like us to know about.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Address</th>
<th>Phone Number</th>
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</table>
Personal Statement

Please provide typewritten responses to the following question on a separate sheet of paper. Your response should be a maximum of one page in length and single-spaced. Submitting a resume with your application does NOT serve as a replacement for your typed essay response, it only serves as a supplement to your complete application in our selection process.

1. What are the skills, experiences, and abilities that you possess that would make you a successful New Student Orientation staff member?

Statements of Understanding

___ Yes  ___ No I understand that my position with the Orientation Office must take precedence over all other summer activities, whether professional, academic, social, or personal.

___ Yes  ___ No I can commit to all of the training requirements as outlined above.

___ Yes  ___ No I can commit to all of the work requirements as outlined above.

___ Yes  ___ No I understand that, if selected, I must commit to being enrolled, and completing with a B- or better, the HESI318-0 course.

___ Yes  ___ No I have read and understand the Job Description.

___ Yes  ___ No I am in good academic standing (minimum 2.5 GPA) with the university and will maintain my this academic standing during the duration of the position.

___ Yes  ___ No I am in good financial standing with the University (if no, please explain).

___ Yes  ___ No I am currently in good judicial standing with the University (if no, please explain with an attached letter/documentation).

___ Yes  ___ No I understand that commitment to the Orientation Office is essential. I will not allow other activities to interfere with my position.

___ Yes  ___ No I understand this position is a job and my supervisors may make decisions with which I disagree, but I will respect their authority.

___ Yes  ___ No I understand that I must live and sleep on-campus in assigned housing during training and summer programs. Failure to do so may lead to dismissal.

ORIENTATION STAFF APPLICATION CHECKLIST

- Completed application
- Attached resume
- Attached typed (maximum 1 page) response to Personal Statement
- Attached Testudo Fall 2016 semester schedule (including any additional commitments)
- Completed/submitted Letter of Recommendation
- Completed Statements of Understanding
- Submit application to Orientation Office, 1102 Cole Field House, by September 30th, 2016 at 4:30pm.
- Sign up for a group interview when submitting your application.
By my signature below, I certify that, to the best of my knowledge, all of the information provided in this application is true and complete. Furthermore, I authorize the Orientation Office to verify any and all information I have provided. I give permission to and understand that the Orientation Office will review my disciplinary and academic records and I consent to these reviews. I have carefully read the job description for the position(s) to which I am applying and will commit fully if I accept an offered position.

Signature: ____________________________________________
Printed Name: __________________________________________
Today's Date: ____________________________________________

Please submit complete applications to:
1102 Cole Field House
College Park, MD 20742
Phone: 301-314-8217
Fax: 301-314-1063
orientation@umd.edu

Deadline for application: Friday, September 30th, 2016 by 4:30pm