



# NEW STUDENT ORIENTATION

## GROUP LEADER

### 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
- Confirmations Sheet and Application Link

**For the 2024-2025 academic year, the New Student Orientation staff will consist of the following:**

- Orientation Student Coordinator
- Orientation Group Leader

Online applications must be completed and submitted by July 3, 2024. 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](mailto:croberts@mckendree.edu) with any questions.**
- **Returning Staff and New Hire Applications/Video Submissions Due (see next page for links and information)**
  - **Wednesday, July 3, 2024**
- **New Hires – Individual Interviews (In person or via Zoom) – Please allow 30-40 minutes for the interview)**
  - **Applicants will be contacted to schedule interview times**
- **New Hires – Selection Announcement**
  - Selections will be contacted via phone and/or campus email by July 20, 2024.

If you have any questions about this process, please contact Craig Robertson ([croberts@mckendree.edu](mailto:croberts@mckendree.edu)) (618-537-6856), Director of Campus Activities. I look forward to receiving your application!

Sincerely,

Craig Robertson  
Director of Campus Activities



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#### ***Orientation Group Leader Positions:***

The Office of Campus Activities at McKendree University is seeking returning, full-time students to fill spots to complete our Orientation Group Leader staff for the 2024-25 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

#### ***General Requirements:***

- Orientation Group Leaders must be enrolled as a full-time undergraduate student and must be at minimum a sophomore student entering Fall 2024.
- **Applicants must be in good academic and judicial standing with a minimum cumulative GPA of 2.75 throughout employment with the Office of Campus Activities.**
- Able to train and work as a participating Orientation Group Leader **Monday, August 19 through Wednesday, August 21.**

#### ***Benefits:***

The New Student Orientation program strives to help student leaders develop their communication, organizational and leadership skills, which help prepare students for life beyond college. Serving as New Student Orientation Group Leader will enrich and reward you with many experiences and skills that will help you in your current collegiate status and prepare you for service in future career endeavors while serving as a productive citizen. The following benefits include:

- \$300 stipend (Orientation Group Leader). Assistance beyond Orientation may be eligible for additional compensation.
  - Spring/Summer training/participation
  - FYI session assistance as needed, incoming class communication prior to Orientation, training modules (passing percentile/grade required), August training and New Student Orientation; Other duties as assigned
- (1) Orientation Staff polo shirt, (2) Orientation Staff t-shirts, (1) Into the Streets t-shirt,
- Early move-in to your campus room if living on campus
- Various meals and snacks are available during August Orientation Staff Training and New Student Orientation.
- Leadership experience and job skills (communication, problem solving, public speaking, and teamwork), which look great on a résumé.
- Gain valuable knowledge as you positively influence others and help students succeed at McKendree
- Expand your personal relationships and network with students, faculty and staff

**Expectations:**

- Participation and completion of virtual and in-person training sessions
- Attend additional events as assigned through employment periods
- Report to shifts promptly for all training, programming, and events
- Exhibit 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.
- Report behavior that is harmful or unprofessional to supervisors without fear of retaliation
- Perform all duties in compliance with staff and University guidelines and regulations

**Qualifications:**

- Participation and completion of scheduled training sessions.
- Orientation Group Leaders must have a positive attitude, energy, and a welcoming personality
- Enthusiasm for McKendree University and the New Student Orientation program is a must.
- 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.
- Desire to enhance leadership, communication, and interpersonal skills
- Able to think on one's feet; able to handle numerous tasks that may come up quickly and unexpectedly
- Interest in working with a diverse group of students, family members, guests, and staff
- Familiarity with academic and extracurricular resources on campus

**Duties:**

- Facilitate group presentation and discussions on subjects such as academics, and campus issues
- 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
- Exhibit a positive, welcoming attitude to new students and their families
- Actively engage with students, serve as a resource, and provide overall support to make each program a success in accordance with our goals and mission.
- 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
- Perform other duties as assigned.