

Orientation Leader Overview

Orientation Leaders (OLs) assist with the transition of new students and family members to the University.

About the Position

- There will be a total of 23 Orientation Leaders positions available for the 2020-2021 academic year. Several spots are designated for returning OLs who would be in their 2nd or 3rd year on the O-Team;
- Start Date for:
 - new OLs: June 29
 - June 29-August 7 about 2-2 ½ hours/week during online training and weekly meetings via Zoom;
 - August 10-22 - 37.5 with potential overtime;
 - 2nd or 3rd year OLs:
 - May 26 – June 30 – various hours monitoring Live Chats; KickStart OL Group Meetings;
 - July 13-15 – various hours monitoring Live Chats; KickStart OL Group Meetings;
 - August 10-22 37.5 hours with potential overtime;

See Employment Calendar at the end of this Overview for a complete list of required employment dates

Hourly Compensation

1st Year OLs: \$9.25 from June 29, 2020 to June 30, 2020, \$10.00 from July 1, 2020

2nd Year OLs: \$9.50 from May 26, 2020 to June 30, 2020, \$10.25 from July 1, 2020

3rd Year OLs: \$9.75 from May 26, 2020 to June 30, 2020, \$10.50 from July 1, 2020

Additional Benefits

- Uniform: polo, t-shirt, backpack, and nametags will be provided – an approximate value of \$110. Students will need to provide their jeans/navy pants, skirts, or shorts (no rips, tears, or holes); khaki pants, shorts or skirts, and suitable footwear (no open-toed sandals, flip-flops, or clogs/mules/slip on shoes).
- NSOPR will pay Early Arrival Fee for August move-in at \$25/day, approximate value \$300
- Meals: NSOPR will provide some meals during August KickStart (refreshment break, dinner, breakfast, lunch) and Semester Launch (lunch), and some refreshments during T/G Orientation – an approximate value of \$70. *Students will be responsible for meals not included in training and Orientation programs and should budget accordingly.*

Qualifications

Candidates must...

- be a currently enrolled Undergraduate student at UIS in the Spring 2020 semester and be enrolled in Fall 2020 semester classes at UIS;
- have attended/participated in an UIS Orientation program;
- be in good academic and disciplinary standing with all UIS communities;
- have a passion for the UIS experience;
- have a positive attitude toward learning, meeting challenges, thinking creatively, and working as a member of a team;
- be able to meet expectations of attendance at OL training and orientation programs (see Employment Calendar);

Responsibilities

- Lead student and parent groups;
- Assist with various aspects of Orientation programming: from set-up to clean up, including: putting up indoor and outdoor signage, assembling nametags, check-in, providing directions, interacting/mingling with new students and their families, providing guided tours of campus, escorting new students and families from place to place, staffing NSOPR tables, and more;
- Assist students and parents/family members with questions and concerns regarding the University and University life;
- Participate in activities and events with the new students including evenings and Saturday sessions as assigned;
- Promote campus traditions, programs, and services;
- Encourage new student attendance at activities and events;
- Perform duties as assigned, help as needed with duties that emerge over the course of NSOPR programming.

Expectations OLs will...

- be committed to making a positive transition experience for new students and family members;
- actively engage themselves as part of the O-Team;
- maintain a positive and supportive attitude;
- role model behavior that is reflective of a campus leader, both in person and in all forms of communication and social media;
- create a welcoming and inclusive environment;
- operate as part of the Office of New Student Orientation & Parent Relations staff and a representative of the University of Illinois Springfield;
- check email for updates weekly through the summer and daily during training and Launch Week activities;
- abide by all local, state, and university policies and laws both on- and off-campus; and
- communicate with the Director if there are any concerns impacting the performance of their responsibilities.

How to Apply

- 1) Review responsibilities, requirements, expectations, employment calendar, and job descriptions to make sure you are eligible, willing, and able to fulfill them;
- 2) Complete the OL Application and answer the application questions (Q 1-6 for new OLs Q 1-8 2nd, 3rd, 4th yr OLs); create or update a resume to Career Connect (*if you are just starting your Career Connect profile, you will need to allow time for the resume you upload to be reviewed and any subsequent revisions that Career Development Requests*); and request two letters of recommendation which can be from a member of the 2018 or 2019 Orientation Team, an RA, a Mentor, a supervisor, an UIS administrative staff or faculty member who has worked with you enough to address how you meet the OL criteria, or a former teacher. Send them the recommendation form available online at go.uis.edu/Apply2bOL and ask them to complete it and turn it in before the deadline.
- 3) **Apply through Career Connect.** Upload resume, completed application, and questions to the Career Connect position by the deadline below. **Recommendations** must be received via email to Lisa McGuire lmcgu2@uis.edu by the deadline.
- 4) Participate in the Individual Interview.

Selection

- All applicants: Initial screening includes checking grades and standing with the University and a review of your application materials;
- 2nd/3rd year OLs: Individual interview;
- New OLs: Individual Interview.

Hiring Timeline

- Applications Due in Career Connect Thursday, May 28, 2020 at 11:59 p.m.
- Recommendations Due by mail/email: Friday, May 29, 2020 at 5 p.m.
- OL Candidate Individual Interviews June 1-5, 2020
- O-Team Employment Offers Sent Out June 6, 2020
- New Hire Orientation (choose 1) by Zoom – Monday, June 15 AT 6 p.m.

New Hire Orientation

1. New OLs will need to attend the new hire orientation on June 15.
2. All 2020-21 O-Team members must sign, scan, and email the *UIS Undergraduate Employment Checklist* that Lisa will send you to Financial Assistance/Student Employment Coordinator Je Greer (jgree6@uis.edu) no later than June 17.
3. New OLs who have never worked on campus will also need to contact Je Greer to complete the I-9 Employment Eligibility Verification (a federally required form) and for a criminal background check that has to be completed by June 22. The list of acceptable documentation for the I-9 can be found here <https://www.uis.edu/humanresources/wp-content/uploads/sites/92/2019/03/I-9-Acceptable-Documents-List-2017.pdf>
4. New OLs who are also first time UIS student employees must check their UIS email for an email from the university with the subject line "UI New Hire Login ID for (your name)." **This information needs to be completed within five days of receiving the email.** You will not be able to start work until it is completed. If you have difficulty with any of the forms in the New Hire onboarding *it is your responsibility to contact Je Greer* immediately.

You cannot come to training if these items are not done and your employment could be terminated.

Employment Calendar

OLs must be available for all of the following as a condition of employment:

Summer Employment: May – August

- May 26 – May 29: 2nd/3rd year OL training plan for 10 a.m. – 12 p.m. and 2 – 4 p.m.
- June 1 – 30: 2nd/3rd year OLs, staff Live Chat shifts weekdays between 10 a.m. and 8 p.m., OL Group meetings and parent sessions on KickStart day 1 dates (June 9, 12, 16, 18, 23, 26);
- June 29 – August 10 New, first-year OLs Training virtually through Canvas (the new Blackboard) and weekly staff meetings on Friday's from 3:30-5 p.m. July 3, 10, 17, 24 and August 7
- July 12 – 15 2nd/3rd year OLs, staff Live Chat, OL Group meetings and parent sessions on KickStart July 13 if we have it and T/G Orientation July 15 from 4-5 p.m.;
- August 9: All O-Team Members Move-in to Fall Housing Assignments (time TBA)
- August 10 – 14 All O-Team Members Training (All O-Team) approximately 9:30 a.m. to 6 p.m.
- August 14 All O-Team Members T/G Orientation
- August 17 – 18 All O-Team Members KickStart
- August 19 – 22 All O-Team Members Semester Launch

Fall 2020 Employment: August 24 – December 11

There is the potential for Orientation Leaders to continue working through the fall semester with Enrollment Management (which NSOPR is a part of). Students could be asked to become Ambassadors and assist with events like Preview UIS and other campus visits events, and office work like mailings and phone calls. There will also be additional staffing needed for Family Days, O-Team Recruitment and January Orientation.

* The information on this overview is subject to change. NSOPR will apprise candidates/employees of these changes as soon as they can.