

UIS Star Guide (Orientation Leader) Overview

UIS Star Guides (formerly known as Orientation Leaders) are undergraduate students that assist with the transition of new students and family members to the University during Orientation events.

About the Position

- There will be 12-15 Star Guide (Orientation Leader) positions for the 2023 Summer Orientation programs.

See Employment Calendar for a complete list of required training and employment dates

Hourly Compensation

1st Year SGs: \$16 2nd Year SGs: \$16.25 3rd Year SGs \$16.50 4th Year SGs \$16.75

Additional Benefits

- Uniform: t-shirt and nametags provided – an approximate value of \$50. Students will need to provide their jeans/navy pants, skirts, shorts, or skorts (no rips, tears, or holes); and suitable footwear (no open-toed sandals, flip-flops, or clogs/mules/slip on shoes).
- NSOPR will pay Summer Housing June 5-June 25 Orientation sessions \$40/day, approximate value \$900; Students working for July 14-18 (\$150 value for two nights) and Early Arrival Fee for August move-in at \$30/day, August 17-22 approximate value \$180. (Total housing benefit=\$1230 for students staying on-campus).
- Meals: NSOPR will pay \$12 for lunch during Orientation dates, an approximate value of \$72.
- Value of additional benefits (not including salary) approximately \$1302.

Qualifications

Candidates must...

- be a currently enrolled Undergraduate student at UIS in the Spring 2022 semester and be enrolled in Fall 2022 semester classes at UIS;
- have attended/participated in an UIS Orientation program (preferred);
- be in good academic and disciplinary standing with all UIS communities;
- have a passion for the UIS experience with stories to share about that 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 SG training and orientation programs (see Employment Calendar);

Responsibilities

- Lead student and parent groups;
- 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 during orientation group Mtgs and Afternoon fun;
- Promote campus traditions, programs, and services;
- Encourage new student attendance at activities and events;
- 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 inside and outside, 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;
- Perform duties as assigned, help as needed with duties that emerge over the course of NSOPR programming.

Expectations SGs 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 UIS email for updates weekly through the summer and daily during training and Orientation 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) **Apply through Career Connect.**
 - a. Upload resume by the deadline below and
 - b. Fill out online SG Application at <https://forms.gle/ce9TAoNeWebL1fyQ9>. The deadline to apply is Thursday, May 5.
 - c. Email your 2 references letting them know you are applying for the UIS Star Guide (Orientation Leader) position for Summer 2023. Ask them if they would complete the online recommendation form for you, and send them the link to the form <https://forms.gle/ehK7dWA7jXwJn8k3A> – which includes a checklist evaluation and a written portion for the recommendation. Make sure you let your references know they must submit the recommendation form to by Friday, May 6 at noon.
- 3) **Incomplete applications will not be considered.**

Hiring Timeline

- Resume Application deadline in Career Connect-Thursday, May 5. Google Doc Star Guide Application deadline Thursday, May 5. Recommendations deadline Friday, May 6 @ noon. Google Applications and Resumes will be reviewed as they are submitted. Invitations for interviews will be sent to your UIS email once I receive the Resume through Career Connect and the Google application. Please make sure you are checking your UIS email.

New Hire Orientation

1. All 2023-24 Star Guide-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 May 17.

Training and Orientation Commitment – please see Employment Calendar

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

Employment Calendar

Star Guide Team 2023

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

Summer Employment: May – August

- May 22 Orientation Training – online in Canvas opens May 22
 - *Training must be completed by June 2 in order to be paid for online training time*

- June 1 Transfer/Graduate Orientation (1 – 6 p.m.)
 - Work opportunity for returning staff who are on-campus

- June 5 Star Guide Move-in to Summer Orientation Housing Assignment (10 – 2 p.m.)
Students are responsible for completing a Summer housing contract. See Residence Life for directions to complete contract if only staying for Orientation dates June 5-June 25. If you are planning to stay on campus for the whole summer. Residence Life will apply the housing credit from NSOPR to your account.
 - 4:30 p.m. Staff Meeting UHB 1031 (Admission Conference Room)

- June 6 – 9, 12-13 Training (in-person) (9 a.m. – 6 p.m.)
- June 14 Orientation Session 1 (8:30 – 5 p.m.)
- June 15 Workday * (11 – 5 p.m.) *Virtual Orientation Icebreaker training for 2-3 Star Guides*
- June 16 Workday * (11 – 5 p.m.)
- June 20* Orientation Session (8:30 – 5 p.m.) / Workday * (11 – 5 p.m.).
- June 21 Workday * (11 – 5 p.m.) *Virtual Orientation Icebreaker training for 2-3 Star Guides*
- June 22 Orientation Session (8:30 – 5 p.m.)
- June 23 Workday * (11 – 5 p.m.) *Virtual Orientation Icebreaker training for 2-3 Star Guides*
- June 24 Orientation Session (8:30 – 7 p.m.)
- June 26 Virtual Orientation Session (10:30 – 12) *need 2-3 Star Guides*
- June 27 Virtual Orientation Session (time TBA) *need 2-3 Star Guides*

- July 14 *Workday (if we need it) (10 a.m. – 5 p.m.)*
- July 17 Orientation Session (if we need to open it)

- August 17 Move-in to Fall Housing Assignments (time TBA)
Virtual Orientation for OL Majors 10:30 a.m. – noon)

- August 18 Refresher Training approximately 9:30 a.m. to 6 p.m.
- August 21 All O-Team Members T/G Orientation
- August 22 Transfer/Graduate Orientation (1 – 6 p.m.)

Notes:

1. Workdays are extra opportunities for Star Guides to work. Students who work on assignments those days will be paid their Star Guide hourly salary. Duties can include: calling students to encourage them to register for orientation; assembling and filing materials for Orientation sessions; giving campus tours.

2. The June 20 Orientation session is a reserve day in case of enrollment increases. The date will be opened if needed by May 31. If we do not open that date it will be a regular Workday.

3. The July 17 Orientation session is a reserve date in case of emergency during one of our Orientation sessions that results in canceling the program. If we do not need to cancel any June sessions then we will not be holding the July 14 workday or the July 17 Orientation session.

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