

# UIS Star Guide (Orientation Leader) Overview

UIS Star Guides are undergraduate students that assist with the transition of new students and family members to the University during Orientation and Family events.

## About the Position

- There will be 10-15 Star Guide (Orientation Leader) positions for the 2024 Summer Orientation programs.

## Hourly Compensation

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

## Additional Benefits

- Uniform: t-shirt and nametags provided – an approximate value of \$30. 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, crocs or clogs/mules/slip on shoes).
- NSOPR will pay Summer Housing for June 3-June 29 at \$215/week, approximate value \$860; Students working for July 14-16 (\$93 value for two nights) and Early Arrival Fee for August move-in at \$30/day, August 15-20 approximate value \$150. (Total housing benefit=\$1010 for students staying on-campus).
- Meals: NSOPR will pay \$15 for lunch during Orientation dates, an approximate value of \$75.
- Value of additional benefits (not including salary) approximately \$1115.

## Qualifications

Candidates must...

- be a currently enrolled Undergraduate student at UIS in the Spring 2024 semester and be enrolled in Fall 2024 semester classes at UIS;
- have attended/participated in an UIS Orientation program (preferred) or an Orientation program at another college/university in the United States;
- 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/participation at SG training and orientation programs (see Employment Calendar);

## Responsibilities

- Mingle and 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;
- Promote campus traditions, programs, and services;
- 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 polices 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>. Applications will continue to be accepted until the team is filled or by Thursday, April 25.
  - c. Email your 2 references letting them know you are applying for the UIS Star Guide (Orientation Leader) position for Summer 2024. Ask them if they would complete the online recommendation form for you, and send them the link to the form <https://forms.gle/ZxGSjESMpK8Pg64y8> – 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 by Friday, May 3 at noon.
- 3) **Incomplete applications will not be considered.**
- 4) **New Hire Orientation** - All 2024-25 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](mailto:jgree6@uis.edu)) no later than May 10.
- 5) **Complete Summer Housing Contract** – students selected for the Orientation Team will be responsible for completing the Summer Housing Contract with UIS Residence Life. NSOPR will provide Residence Life with the names of those selected as Star Guides. Residence Life will make arrangements for applying NSOPR housing stipend on student accounts.
- 6) Training and Orientation Commitment – please see Employment Calendar

## Hiring Timeline

- Career Connect resumes, Google Applications, and Resumes will be reviewed as they are submitted.
- Invitations for interviews will be sent to your UIS email when both the Resume and Google Application are submitted. Please make sure you are checking your UIS email.
- Recommendation forms must be received by Friday, May 3 in order for a successful candidate to receive an offer of employment.
- Notification letters will begin going out May 1.
- Undergraduate Employment Form must be completed and submitted by deadline above.

**You cannot participate in training if these items are not done. Your employment offer could be withdrawn.**