



2018 Orientation Peer Leader Application

Job Title: Orientation Peer Leader

Work Schedule: Varies between summer, fall, and spring

Wage/Salary: \$10 per hour

Employment Start Date: Summer 2018

Employment End Date: Spring Semester 2019

Job Description: Orientation & First Year Transition Program

Advising & Career Services at Montana State University Billings coordinates the Orientation & First Year Transition Program. This program is designed to provide students with an Orientation Peer Leader who is available to guide them through their first year transition into college. The new student orientations each summer are developed for students and their families.

Orientation is a two-day overnight introduction to college life at MSUB. Orientation is designed to provide an early on-campus experience to both academics and student life. While orientation is not in session, the leaders continuously reach out to first year students, acting as guide posts to assist them in a successful first year of college. The Orientation Peer Leaders are an integral part of this program and work closely with new students, their families, faculty, and staff to provide students support in their transition to college.

Orientation Peer Leader Timeframe:

Orientation Peer Leader training and duties officially start May 14, 2018. The training schedule will be released in advance. Prior to May 14th, Orientation Peer Leaders may be asked to assist with creating Virtual Hive content and attend an Orientation Peer Leader team meeting; dates to be determined. Training and mandatory meetings are paid.

Time commitment:

Orientation Peer Leaders are required to attend all orientation sessions; including overnight stays in residence halls during two-day orientation events. The two-day orientation events where students need to be available and stay overnight are:

June 7th-8th

June 21st - 22nd

July 12th - 13th

August 2nd - 3rd

Orientation Peer Leaders are also needed on the Wednesday afternoon prior to each summer Orientation date listed to assist with preparation. Orientation Peer Leaders are required to participate in the Adult Learner Orientation (August 14th), Transfer Learner Orientation (August 17th), and MSU B Registration Day (August 24th).

Orientation Peer Leaders are required to work a minimum of 5 hours a week during non-orientation weeks. There are opportunities for Orientation Peer Leader to work more than 5 hours a week and up to 40 hours per week, pending schedules, for students who want part-time or full-time employment over the summer.

Orientation Peer Leaders will continue with their role as peer mentors throughout the fall 2018 and spring 2019 semesters. One of the major roles as peer mentors is outreach to students during scheduled outreach hours and participating in A&SC 111 First Year Seminar classes. As a peer mentor, students will work five hours a week during the fall 2018 and spring 2019 semesters. Additional hours are negotiable. Orientation Peer Leaders will also be required to attend bi-weekly meetings.

Benefits of being an Orientation Peer Leader:

- Compensation of \$10.00 an hour
- Make a positive difference for first year students
- Develop peer leadership skills
- Form lasting relationships with faculty, staff, and other Orientation Peer Leaders
- Gain an amazing experience to include on resume

Essential Qualifications:

- Must be a current Montana State University Billings student
- Good university and academic standing
- Possess excitement and pride for Montana State University Billings
- Desire to learn about and explain aspects of university life
- Strong interest in helping students and their families make a positive transition to college
- Exhibit leadership potential and a commitment to the mission of Advising & Career Services, Orientation, and Montana State University Billings
- Strong customer service and interpersonal skills and the ability to work effectively with a diverse group people
- Ability to problem solve, manage conflict, and remain flexible under pressure
- Full commitment to and participation in the Advising & Career Services Orientation & First Year Transition Program
- Must show a positive attitude and strong work ethic
- Ability to work without direct supervision and use good judgment to make decisions

Responsibilities:

- Develop relationships with first year students as a peer mentor
- Connect with first year students to guide them through their first year transition
- Serve as a peer mentor and participate in A&SC 111 First Year Seminar Classes
- Support students in the registration process
- Collaborate with other offices on campus to inform students of campus services and opportunities
- Provide tips, tools, and resources for major and career exploration
- Coordinate mass emails, texts, and mailings and materials in preparation and follow up related to orientation events
- Reach out to students using D2L, Facebook, emails, and texts
- Plan ice-breakers and social activities during Orientation

Application Instructions:

Applications are available online through

<https://ems.msubillings.edu/EmsRegics/OrientationPeerLeaderApplication2018>

Applications can also be viewed through Career Link, or picked up and submitted to either location of Advising & Career Services (McMullen First Floor or LI 100)

Applicants need to submit the following documents no later than **Friday, March 2nd**:

- Completed Orientation Peer Leader Application (pages 4-5 of this handout)
- One-page typed response answering the following questions:
 - What do you like most about being a Yellowjacket?
 - Why do you want to be an Orientation Peer Leader?
 - How do you plan to build relationships with students throughout the academic year?
- Current resume outlining the following:
 - Name
 - Contact information – address, phone, and email
 - Major
 - Previous work experience (include titles and dates of experience)
 - Involvement in extracurricular activities (include volunteer or community service)

Advising & Career Services offers resume editing

Applications will be reviewed by the selection committee and all qualified applicants will be contacted to set up an individual interview time. Candidates will be contacted letting them know whether or not they have been hired. If you are selected as a member of the 2018 Orientation Peer Leader Staff, you must be available for weekly mentor duties in the fall 2018 and spring 2019 semesters and attend all Orientation events throughout summer 2018.



2018 Orientation Peer Leader Application

Application due by Friday, March 2nd, 2018

Submit to either location of Advising & Career Services (LI 100 or McMullen First Floor)

Attach one-page typed response and resume

Date: _____

Name: _____

Major: _____

Anticipated Graduation Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email Address: _____

Code of Conduct

Have you ever been found responsible for violating the Student Conduct Code? (*circle one*)

Yes

No

Have you ever been found responsible for violating Residence Hall Policies? (*circle one*)

Yes

No

Terms & Conditions

Carefully read the following and initial

_____ I understand that I must have completed a minimum of two semesters of academic work at the time of appointment.

_____ I understand that I must remain in good conduct/financial standing with the University in order to be selected as a staff member and to maintain my position.

_____ I understand that I must maintain a minimum 2.5 GPA during the time of my employment as a staff member.

_____ I am aware that as a staff member I will be required to be available during the following summer dates for orientations: June 7th-8th, June 21st- 22nd, July 12th-13th, and August 2nd-3rd. I am also required to participate in the Adult Learner Orientation (August 14th), Transfer Learner Orientation (August 17th), and MSU B Registration Day (August 24th).

_____ I am aware that I'm expected to devote a minimum of 5 hours per week to the A&SC 111 First Year Seminar courses and outreach hours during the fall 2018 and spring 2019 semesters.

_____ I understand that I am responsible for creating a culture and climate that honors diversity and advocates for social justice issues.

_____ I understand that it is my responsibility to consult with the Financial Aid office to determine what impact the staff position may have on my financial aid package.

Student Authorization for Release of Information

I hereby certify that all statements and answers on this application are complete and true. I understand that false statements or omissions will be cause for the termination of my application or subsequent employment. I give my consent for photography, filming, videotaping and/or audio recording or other means of capturing my image or voice and/or being quoted to MSU Billings. I grant MSU Billings the right to edit, use, and reuse said products for non-profit purposes including use in print, on the internet, social media websites, and all other forms of media. I also understand that by submitting this application, I am giving permission to Advising & Career Services to access my academic and discipline records and to conduct reference checks. I also give my permission for Advising & Career Services to discuss information relevant to my candidacy.

Signature: _____

Date: _____