

## **SUMMER 2020 ORIENTATION ADVISOR APPLICATION**

**Advisor Application Deadline: May 1, 2020**

**APPLICATION INSTRUCTIONS: Please read carefully before submitting your materials. Submitting incomplete materials will delay the hiring process.**

### **RETURNING ORIENTATION ADVISOR APPLICANTS**

1. Complete the application in full.
2. After your application materials are received, Christine Schene ([cschene@umbc.edu](mailto:cschene@umbc.edu)), Business Services Specialist, will be in contact with you to request additional information to prepare your contract and enter your role (Orientation Advisor) into the Electronic Time Sheet system.

### **NEW ORIENTATION ADVISOR APPLICANTS**

1. Review the position description on the Office for Academic & Pre-Professional Advising website: <https://advising.umbc.edu/orientation/>.
2. Submit the following documents:
  - o Complete the application in full
  - o A cover letter explaining your relevant experience and why you would be effective in the role.
  - o A resume showing your education, experience, honors, and skills.

### **SUBMIT YOUR APPLICATION**

1. Save your file with your first and last names included in the file name.
2. Go to [https://advising.umbc.edu/orientation\\_upload/](https://advising.umbc.edu/orientation_upload/) to upload your form.

### **PERSONAL INFORMATION**

Last Name	First Name	Middle Initial	Campus ID
Department		Position Title	
Office (Building & Room #)		Campus Phone#	
Home address			
Home telephone		Cell Phone	

**UMBC AFFILIATION: Check all the boxes that apply to your current role(s) at UMBC.**

**Have you worked as an Orientation Advisor in the past?** ☐ Yes ☐ No

**If yes, when?**

**FACULTY** ☐

Adjunct faculty ☐

9-month faculty ☐

12-month faculty ☐

**FULL-TIME STAFF** ☐

**GRADUATE STUDENT** ☐

Date degree is expected \_\_\_\_\_

Full-time student ☐ Part-time student ☐

Full-time student with an Assistantship ☐

If you hold an Assistantship, provide name of your supervisor

\_\_\_\_\_

Graduate student without an assistantship ☐

Provide name of Program Coordinator or Director:

\_\_\_\_\_

## NOTES ON ELIGIBILITY FOR COMPENSATION

- Part-time faculty, 9-month faculty, and all graduate students are eligible for direct pay at the rate of \$100 per day session and \$50 per evening session.
- 12-month faculty may receive compensation for \$100 per day through a budget transfer to their department.
- 12-month regular staff are not eligible for additional compensation for this advising role.
- Graduate students with assistantships must obtain permission to work in this role and will be provided with the appropriate form if hired.
- Orientation advisors eligible for compensation must have an approved contingent contract for this work prior to entering on duty.
- New orientation advisors eligible for compensation will be paid \$100 for attending a mandatory full-day new advisor training program on Tuesday, June 2<sup>nd</sup> & Wednesday, June 3<sup>rd</sup> from 8:00am - 5:00pm.
- Returning advisors are strongly encouraged to attend a veteran advisor training to learn about any potential academic and policy updates.

## ORIENTATION DATES

Indicate below when you will be available to work. Select as many sessions as you can. We will not hire advisors for fewer than two (2) regular days.

- ☐ Tuesday, June 9<sup>th</sup> – Full Day Program, 8:00am – 5:00pm
- ☐ Wednesday, June 10<sup>th</sup> – Shady Grove, 8:00am – 5:00pm
- ☐ Thursday, June 11<sup>th</sup> – Full Day Program, 8:00am – 5:00pm
- ☐ Monday, June 15<sup>th</sup> – Full Day Program, 8:00am – 5:00pm
- ☐ Wednesday, June 17<sup>th</sup> – Full Day Program, 8:00am – 5:00pm
- ☐ Thursday, June 18<sup>th</sup> – Full Day Program, 8:00am – 5:00pm
- ☐ Monday, June 22<sup>nd</sup> – Full Day Program, 8:00pm – 5:00pm
- ☐ Wednesday, June 24<sup>th</sup> – Full Day Program, 8:00am – 5:00pm
- ☐ Thursday, June 25<sup>th</sup> – Full Day Program, 8:00am – 5:00pm
- ☐ Monday, July 6<sup>th</sup> – Full Day Program, 8:00am – 5:00pm
- ☐ Wednesday, July 8<sup>th</sup> – Full Day Program, 8:00am – 5:00pm
- ☐ Thursday, July 9<sup>th</sup> – Full Day Program, 8:00am – 5:00pm
- ☐ Thursday, July 9<sup>th</sup> – Evening Program, 5:00pm – 9:00pm
- ☐ Monday, July 13<sup>th</sup> – Full Day Program, 8:00am – 5:00pm

- ☐ Monday, July 13<sup>th</sup> – Evening Program, 5:00pm – 9:00pm
- ☐ Wednesday, July 15<sup>th</sup> – Full Day Program, 8:00am – 5:00pm
- ☐ Thursday, July 16<sup>th</sup> – Full Day Program, 8:00am – 5:00pm
- ☐ Monday, July 20<sup>th</sup> – Full Day Program, 8:00am – 5:00pm
- ☐ Tuesday, July 21<sup>st</sup> – Shady Grove, 8:00am – 5:00pm
- ☐ Wednesday, July 22<sup>nd</sup> – Full Day Program, 8:00am – 5:00pm
- ☐ Thursday, July 23<sup>rd</sup> – Full Day Program, 8:00am – 5:00pm
- ☐ Monday, August 17<sup>th</sup> – Full Day Program, 8:00am – 5:00pm
- ☐ Thursday, August 20<sup>th</sup> – Shady Grove, 8:00am – 5:00pm
- ☐ Friday, August 21<sup>st</sup> – Full Day Program, 8:00am – 5:00pm
- ☐ Monday, August 24<sup>th</sup> – Full Day Program, 8:00am – 5:00pm

### **TRAINING FOR ADVISING IN SPECIALTY AREAS**

Orientation Advisors will have the opportunity to receive additional training to advise students with an interest in the following majors or pathways listed below. Training will be provided by professional advisors or faculty advisors within the respective departments. Please indicate if you have an interest in receiving additional training for one of the specialty areas listed below.

- ☐ Business Technology Administration & Information Systems majors
- ☐ Computer Science & Engineering majors
- ☐ Health Administration & Policy Program majors
- ☐ Life Sciences majors & Pre-Professional students
  - Biological Sciences, Biochemistry, Bioinformatics, Chemistry
  - Pre-Medicine, Pre-Dental, Pre-Optometry, Pre-Podiatry, Pre-Veterinary, Pre-Nursing, Pre-Physical Therapy, Pre-Pharmacy, Pre-Physician's Assistant, Pre-Dental Hygiene, Pre-Medical Technology
- ☐ Psychology majors

### **TRAINING FOR SPECIALTY SUPPORT ROLES**

Returning Orientation Advisors will have the opportunity to receive additional training to assume specialty Orientation support roles. Training will be provided by members of the OAPA staff. Please indicate if you have an interest in receiving additional training for one of the specialty areas listed below.

- ☐ Advisor Assistance – *moving around between advising stations assisting advisors as needed*
- ☐ Checkout – *double-checking students' completed schedules*
- ☐ Traffic Control – *overseeing advisor and student populations, and placing students with advisors*

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Electronic signature is accepted)

**If you have any further questions contact:**

**Monique Ransom**

**Associate Director for Academic Advisor Development & Student Transition Programs**

**Office for Academic & Pre-Professional Advising**

**Sherman Hall, 224 (B Wing) [mransom@umbc.edu](mailto:mransom@umbc.edu)**

**410-455-2451**