

WINTER 2023 ORIENTATION ADVISOR APPLICATION

Advisor Application Deadline: November 16, 2022

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), Enrollment Management Payroll Preparer, 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 This application, completed 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/ 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?

FULL-TIME STAFF

FACULTY

Adjunct faculty

9-month faculty

12-month faculty

Chart-String Number _____

12-month faculty must provide a chart-string number to facilitate a budget transfer for your orientation advisor compensation

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 \$50 per (3.25 hour) advising session.
- 12-month faculty may receive compensation through a budget transfer to their department.
- With the agreement of their supervisors, 12-month regular staff may perform this advising role during regular work hours, and are therefore not eligible for additional compensation for this role.
- Orientation advisors eligible for compensation must have an approved contingent contract for this work prior to entering on duty.
- New advisors (as well as returning advisors who last advised *prior* to the Summer 2020 Orientation season) are required to attend a training session; details can be found below.
- Returning advisors who advised over the Summer 2020, Winter 2021, or Summer 2021 sessions are encouraged to attend or view the training session to learn about any potential academic and policy updates.

ORIENTATION DATES

Orientation activities will occur during the month of January. You will receive a separate communication listing specific dates and times for which you can commit your service.

Sessions will either be afternoon or evening. You may sign up for any number of sessions, but must sign up for a minimum of two; you will be expected to be available for the entirety of each session for which you sign up. If you are not needed for a specific session, we will contact you as soon as possible. Likewise, if you are unable to keep your commitment to a session for which you previously indicated availability, as a professional courtesy, we expect you to contact us as soon as possible. **You will be paid \$100 for each afternoon session and \$50 for each evening session during which you serve.**

ALL ADVISING SESSIONS WILL BE HELD ENTIRELY ONLINE. THIS POSITION IS FULLY REMOTE.

MANDATORY TRAINING REQUIREMENT

All new advisors are required to complete a one-day training session. In addition, any returning advisors who have NOT advised during the past year (Summer 2022 and Winter 2022) are required to complete this training as well. **This training is mandatory; advisors will be compensated \$100 for their participation.** All training sessions will be held entirely online.

Please select ONE of the options below:

- January 3 (Tuesday) Full Day Training Session, 9:00am – 5:00pm
- January 4 (Wednesday) Full Day Training Session, 9:00am – 5:00pm
- I served as an advisor during the online Summer 2022 and/or Winter 2022 Orientations and am therefore not required to attend training.

Signature _____ Date _____
(Electronic signature is accepted)

For any further questions, please contact:

Laszlo Korossy

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