

SUMMER 2021 ORIENTATION ADVISOR APPLICATION

Advisor Application Deadline: April 21, 2021

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?

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

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 \$25 per advising session (maximum one advising session per student).
- 12-month faculty may receive compensation through a budget transfer to their department.
- 12-month regular staff are not eligible for additional compensation for this advising role.
- Orientation advisors eligible for compensation must have an approved contingent contract for this work prior to entering on duty.
- New advisors (returning advisors who last advised prior to the Summer 2020 Orientation season) and are required to attend a training session; details can be found below.
- Returning advisors who advised over the Summer 2020 or Winter 2021 sessions are encouraged to attend or view the training session to learn about any potential academic and policy updates.

ORIENTATION DATES

Orientations will occur between from the beginning of June to the end of August.

Due to the virtual nature of the program and the unpredictable flow of applicants, we will be scheduling Orientation dates on a rolling basis over the summer. We will be contacting you on a monthly basis in June, July, and August to ask you to reserve your availability in advance. In general, every day you sign up for, we will expect you to be available from 9:00 AM to 5:00 PM for a maximum of five appointments; every evening session, we will expect you to be available from 6:00 PM to 9:00 PM for a maximum of two appointments. Appointments will be scheduled at a minimum of twelve hours in advance. **You will be paid \$25 per completed appointment, not per scheduled availability.**

ALL ADVISING SESSIONS WILL BE CONDUCTED ENTIRELY ONLINE.

MANDATORY TRAINING REQUIREMENT

All new advisors are required to complete a one-day training session. In addition, any returning advisors who did NOT advise during one of our online Orientation seasons (Summer 2020 and Winter 2021) 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:

June 2nd Full Day Training Session, 9:00am – 5:00pm

June 3rd Full Day Training Session, 9:00am – 5:00pm

I served as an advisor during the online Summer 2020 and/or Winter 2021 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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