

# SUMMER 2023 ORIENTATION ADVISOR APPLICATION

**Advisor Application Deadline: April 19, 2023**

**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)), 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/](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

- All Orientation Advisors must be either a staff member, adjunct or full-time faculty member, or graduate student at UMBC to be eligible to serve in this role.
- Graduate students are *not* eligible to serve as Orientation Advisors after their graduation date, unless they are continuing on at UMBC in another role.
- Part-time faculty, 9-month faculty, and all graduate students are eligible for direct pay at the rate of \$100 per daytime advising session and \$50 per evening 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.

## ORIENTATION DATES

Orientation activities will occur during the months of June, July, and August. You will receive a separate communication listing specific dates and times for which you can commit your service.

Sessions will either be daytime 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 daytime 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 2023) are required to complete this training as well. **This training is mandatory, and advisors will be compensated \$100 for their participation.** All training sessions will be held entirely online.

**Please select ONE of the options below:**

- May 30 (Tuesday) Full Day Training Session, 9:00am – 5:00pm
- May 31 (Wednesday) Full Day Training Session, 9:00am – 5:00pm
- I served as an advisor during the online Summer 2022 and/or Winter 2023 Orientations and am therefore not required to attend training.

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

**For any further questions, please contact:**

**Laszlo Korossy**

**Assistant Director of Advising, Outreach, and Assessment  
Office for Academic & Pre-Professional Advising  
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