

WINTER 2020 ORIENTATION ADVISOR APPLICATION

Advisor Application Deadline: November 5, 2019

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

RETURNING ORIENTATION ADVISOR APPLICANTS

1. Complete the three (3) page 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 Three (3) page 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.

FACULTY

Part-time 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 \$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.
- 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.

“HOLD” dates will be used only if inclement weather or other emergencies cause programs to be cancelled on the main scheduled dates. No compensation available if programs are cancelled due to inclement weather or insufficient numbers of new students.

- Wednesday, December 11th – Full Day Program, 9:00am – 5:00pm (**Returning Advisors only**)
- Tuesday, January 7th, – Full Day Program, 9:00am – 5:00pm
- Wednesday, January 8th (**HOLD**) – Full Day Program, 9:00am – 5:00pm
- Thursday, January 9th – Shady Grove, 12:00pm – 5:00pm (**Returning Advisors only**)
- Monday, January 13th – Full Day Program, 9:00am – 5:00pm
- Monday, January 13th – Evening Program, 5:00pm – 9:00pm
- Tuesday, January 14th – (**HOLD**) Full Day Program, 9:00am – 5:00pm
- Tuesday, January 14th – Shady Grove, 12:00pm – 5:00pm (**Returning Advisors only**)
- Wednesday, January 15th – Full Day Program, 9:00am – 5:00pm
- Thursday, January 16th – (**HOLD**) Full Day Program, 9:00am – 5:00pm
- Wednesday, January 22nd – Full Day Program, 9:00am – 5:00pm
- Thursday, January 23rd – (**HOLD**) Full Day Program, 9:00am – 5:00pm
- Thursday, January 23rd – (**HOLD**) Shady Grove, 12:00pm – 5:00pm (**Returning Advisors only**)

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
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mransom@umbc.edu
410-455-2451