

Orientation Peer Advisor



Interest Packet

Applications are submitted online at www.fiujobs.org
no later than Monday, November 16, 2009 at 5pm

October 7, 2009

Dear Peer Advisor Applicant:

Thank you for your interest in becoming an FIU Panther Preview Orientation Peer Advisor! There are many steps in the selection process, so please read all of these materials carefully to ensure that you follow all procedures. Below is a general overview of how you can be best informed about what it means to be a Peer Advisor and what you can expect during the selection process if you do choose to apply.

First, we encourage you to attend a Peer Advisor Info Session, where all of the information included here will be thoroughly explained and elaborated on. The dates/times/locations are:

- Oct. 19 5 – 6pm GC 340
- Oct. 22 2:30 – 3:30pm GC 314
- Oct. 27 9:30 – 10:30am GC 305
- Oct. 30 1 – 2pm GC 340
- Nov. 2 7 – 8pm UPT TV Lounge
- Nov. 4 11am – 12pm GC 314
- Nov. 12 12:30 – 1:30pm GC 340
- BBC – Please stop by WUC 140 for information

Next, review the Position Description, Statement of Ethical Standards, and Important Dates. Know that if you are selected as a 2010 PA, you will be held to the expectations and standards outlined here and also committed to ALL of the dates indicated. Then, fill out the application online at www.fiujobs.org (listed as Orientation Peer Advisor) and submit it no later than **5pm on Monday, November 16, 2009**. Within three to four days after you've submitted your application, you will be contacted by e-mail to confirm whether or not you've made it to the **Selection Workshop which will be held on Friday, November 20th in Lakeview North Lounge at MMC or in WUC 155 at BBC**. If you have made it, you will be asked to preference which time slot you can commit to on that day.

After these workshops, finalists will be selected and notified via e-mail no later than **Monday, November 23**. If selected as a finalist, you will come to the office to sign up for an interview time. **Interviews** will be held **November 30 and December 1-2**. Finally, the 2010 Orientation Peer Advisors will be announced at **Noon on Monday, January 4, 2010**, during ceremonies held in the **GC Pit and Panther Square**. Also, please note that the mandatory training sessions begin with the first meeting on **Friday, January 8, 2010 from 8:30am-1:30pm at the MMC**. Remember, all dates listed on the "Important Dates to Remember" section are mandatory for those selected as Peer Advisors. You must be able to work your class, family, work, and involvement schedule around these dates in order to serve as a Peer Advisor.

The Orientation Peer Advisors are a select group of students who provide a valuable service to FIU. We are excited that you are interested in joining this prestigious group, and we wish you luck throughout the process. If you have additional questions, please do not hesitate to contact us at the information below or stop by our offices in GC 112 or WUC 141.

Sincerely,

Korrin Stanek
Assistant Director
Modesto A. Maidique Campus
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Vicky Owles
Associate Director
Biscayne Bay Campus
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2010 Peer Advisor Position Description

Each year a group of enthusiastic and responsible FIU students are selected to become Orientation Peer Advisors. These special students are trained to assist with all new student orientation programs throughout the year as well as other programs for new students and their families. In this capacity, they serve as resources for new students and their parents, they assist FIU staff with planning and implementation of the programs, and they are viewed as student leaders among the University community. In addition Peer Advisors are expected to make the Orientation experience an exciting and fun welcome to the FIU community. Selection as an Orientation Peer Advisor is both a unique honor and rewarding opportunity for personal and professional growth. Recognized by the University administration and faculty for its invaluable assistance, this team of leaders has a huge amount of responsibility, but will receive many benefits. As vital members of this dynamic team, Peer Advisors enjoy a memorable experience while providing a valuable service to the University.

Qualifications for Application

To be eligible, each candidate must:

- a) be currently enrolled as a degree seeking student at FIU
- b) have completed at least 12 credit hours at FIU after Fall 2009 semester
- c) possess a minimum cumulative GPA of 2.3 at time of application (for those with FIU GPAs)
- d) possess a minimum semester and cumulative GPA of 2.5 after Fall 2009
- e) be in good judicial standing with the University
- f) meet all eligibility requirements for employment, as stipulated by FIU

Desired Qualifications for Selection

We will be looking to select candidates who:

- a) exhibit leadership potential
- b) exhibit a commitment to the mission of FIU's orientation program
- c) adhere to a strong code of ethics
- d) possess the following personal qualities:
 - 1) maturity
 - 2) responsibility
 - 3) initiative
 - 4) self-esteem
 - 5) motivation
 - 6) enthusiasm
 - 7) team player
 - 8) punctual
- e) exhibit strong interpersonal and group presentation skills
- f) demonstrate the ability to work with a diverse group of people

Terms and Conditions of Employment

A. Length of Position – This position begins in January 2010 and ends December 2010

B. Required Commitments – Peer Advisors are responsible for the following:

1. *Training* – Each Peer Advisor will be required to attend training sessions beginning in January and continuing throughout the summer. More than one absence, whether excused or unexcused, will result in immediate dismissal from the Peer Advisor staff. Training sessions are every Friday from 8:30am-1:30pm (see exceptions in Important Dates below).
2. *Staff Retreat* – Each Peer Advisor will be required to attend and participate in our retreat, which will be held January 22 – 24, 2009 in Fort Myers Beach, FL.
3. *Student Leadership Summit* – All Peer Advisors will attend FIU's Student Leadership Summit at the Biscayne Bay Campus on Saturday, February 6th, 2010.

4. *SROW* – All Peer Advisors will be required to attend the 2010 Southern Regional Orientation Workshop, which will be held at the University of Louisville in Louisville, KY, March 12-14, 2010. We will leave FIU on Thursday, March 11th and return early on Monday, March 15th.
 5. *Orientation Sessions* – Each Peer Advisor should expect to work from 6:00am-11:00pm on all of the Orientation dates listed in this packet. During Orientation sessions, Peer Advisors will be given a schedule of assigned tasks but will be expected to be available to assist with additional responsibilities as needed during these times.
 6. *Freshman Convocation* – Peer Advisors will be required to assist with Freshman Convocation and Reception on Sunday, August 22 from Noon-5pm.
 7. *Parent & Family Weekend* – Each Peer Advisor will be expected to assist with the events during Parent & Family Weekend, TBA (Mid-November). More details will be provided.
 8. *Orientation rehearsals* – In preparation for skits and/or other performances, Peer Advisors will be required to attend practices prior to SROW and prior to the start of Orientation.
 9. *Office Hours* – From time to time, Peer Advisors may be called upon to assist with tasks in the Orientation office. This will enable us to be fully prepared for incoming students and their families.
 10. *Open Houses* – At Open Houses, Peer Advisors give campus tours and promote school spirit. The Spring Open House is April 24th, 2010, and the fall 2010 date is TBA.
 11. *Other FIU functions* – On occasion, other FIU departments and organizations will request the assistance of Peer Advisors. Often they are asked to give tours and to meet and greet special visitors to the campus. Most of these requests come in the Fall and Spring semesters, and they provide a good way to stay involved in the campus community.
- C. *Time Off* – Each MMC Peer Advisor will have the flexibility to miss one Freshman and one Transfer Orientation session. Beyond this, time off is limited and allowed on an emergency permission basis only.
- D. *Outside Employment* – All Peer Advisors must schedule other employment responsibilities around your Peer Advisor job responsibilities. If you have another part-time job, you need to make sure that it does not require you to miss a scheduled event or Orientation session (this includes needing to leave early to make it to another job).
- E. *Class Schedules* – MMC Peer Advisors are not allowed to take classes during any of the **Summer Terms**, but will be allowed to take **ONE ONLINE CLASS** at a time if they desire. In addition, **Spring 2010 Term** schedules must leave **Fridays from 8:30am-1:30pm** free to attend **mandatory** training sessions. No exceptions to these expectations will be offered, so please keep this in mind when you apply.
- F. *Academic Standing* – Peer Advisors must maintain good academic standing while employed by the Office of Orientation. Good academic standing shall be defined as maintaining a minimum cumulative and semester GPA of 2.5 during the time of employment. A PA will be terminated if he/she fails to achieve good academic standing in two consecutive semesters or if the PA's cumulative or semester GPA falls below a 2.0.

- G. Compensation – Each Peer Advisor will be paid a salary of \$1,250, which will be distributed biweekly beginning in mid June. An additional stipend up to \$250 will be distributed based on the number of Spring Orientation sessions worked during Fall 2010. Light snacks will be served at all training workshops and meals will be provided during orientation sessions. During the Peer Advisor Retreat and SROW, all expenses including travel, lodging, and meals will be paid for by the Orientation Office. Each Peer Advisor will also receive uniforms for Orientation days.
- H. On-Campus Housing - Housing is provided during Orientation in the summer, therefore, residing on-campus is required of all Peer Advisors during the period indicated. Peer Advisors are subject to all Housing & Residential Life policies and should they not have the ability to reside on campus for whatever reason, they will not be able to continue with their position. Please keep in mind that those Peer Advisors who reside in on-campus housing during the regular school year will be responsible for payment of housing during any time not covered by their Peer Advisor role. The Office of Orientation will **not** pay for housing outside of this time or for any additional cleaning or damage charges assessed upon checkout. More details to be provided at a later date. Peer Advisors will share a room or suite with fellow Peer Advisors.

Responsibilities

The following is a summary of the expectations of Peer Advisors:

A. Assistance to new students and parents

1. Welcome new students and parents to FIU and assist them with check-in
2. Develop a rapport with new students and parents, especially with those in your small group
3. Help new students assimilate, to feel welcome, and get involved in the FIU community
4. Be available and willing to answer questions of students and parents throughout each orientation session
5. Prepare and conduct well-organized and thorough small group meetings and/or campus tours for new students and parents
6. Assist students with academic decision making
7. Serve as an academic and social role model at all times

B. Educational Duties

1. Complete all training and requirements
2. Communicate information to students about academic resources and student activities/services available at FIU
3. Educate students about their responsibilities at FIU by explaining university policies and procedures
4. Assist academic advisors with providing students an understanding of academic requirements
5. Help students understand all logistical information in order to ease their transition into the FIU community

C. Administrative Responsibilities

1. Attend all training sessions, meetings, and practices
2. Be punctual in all Orientation activities including training sessions, meetings, and orientation sessions
3. Assist with the packaging of orientation materials (i.e. mailings, packets, etc)
4. Complete all logistical tasks as requested by the Orientation staff to ensure the program proceeds smoothly and effectively
5. Maintain regular communications with all Orientation supervisors and discuss with them situations that warrant their attention or action
6. With a positive attitude, fully participate in all assigned duties of orientation and take initiative with unanticipated tasks or problems

7. Assist all presenters at scheduled programs, meetings, and sessions throughout Orientation
8. Be supportive of all staff members on the Orientation staff
9. Respond appropriately to feedback and evaluations
10. Remain flexible at all times. Last minute as well as major programmatic changes may occur.

NODA Statement of Ethical Standards for Students

The actions of student employees, student volunteers and student mentors in the field of orientation, transition, and new student programs have significant impact upon their own retention and potential success, as well as that of students whom they serve. This statement of professional ethics for students is intended to assist the student membership of the National Orientation Directors Association (NODA) in assuring that they conduct themselves in a manner which will best support positive educational outcomes.

In all actions, NODA student members (hereafter referred to as student orientation staff) shall be mindful of the NODA Statement of Non-Discrimination which reads as follows:

- The National Orientation Directors Association declares a policy of equal opportunity and non-discrimination in the provision of services to the membership and the public. In recognition of responsibility to the membership, NODA reaffirms its policy of fair and equal treatment in all practices to all persons regardless of race, color, age, marital status, sex, religion, national origin, ancestry, sexual/affectional orientation, disability, or veteran status.
- NODA complies with all applicable federal and state regulations regarding affirmative action and non-discriminatory practices.

In daily practice, Student Orientation Staff are accountable to:

- students (those serving in staff positions and those in transition),
- the parents, guardians, and families of students in transition,
- professional colleagues (faculty/staff members on their campuses),
- other student peer leaders in complimentary roles
- the institution (its mission, purpose, and goals),
- any established contractual relationships between the Orientation program and corporate sponsors or partners.

In interactions with staff peers, *all* Student Orientation Staff shall:

- Model and actively encourage ethical behavior,
- Respect confidentiality in relationships with students,
- Recognize and maintain appropriate boundaries in relationships.

In interactions with students in transition, *all* Student Orientation Staff shall:

- Ensure that students receive accurate and adequate information necessary for decision-making,
- Ensure that students have access to relevant materials, and that materials are available in multiple formats, including text, web resources, and other adaptive technologies when possible,
- Recognize the diversity of experiences of students in transition, and work to meet the various needs of new students, transfer students, adult learners, and other special populations,
- Avoid circumstances wherein conflicts of interest may arise,
- Model appropriate and responsible decision-making with regards to alcohol and other personal choices,
- Recognize their own limits/boundaries in helping relationships with students, and make referrals when necessary,
- Model and encourage ethical behavior.

In interactions with parents, guardians, and families of students, *all* Student Orientation Staff shall:

- Ensure that parents, guardians, and families receive accurate and adequate information necessary to support students in decision-making,
- Ensure that parents and families have access to relevant materials, and that materials are available in multiple formats, including text, web resources, and other adaptive technologies when possible,
- Recognize and respect the variety of primary support relationships of students in transition, and work to address this diversity in program offerings,

- Represent the institution in an honest and positive manner.

In relationships with faculty and staff colleagues, *all* Student Orientation Staff shall:

- Initiate and foster relationships of mutual respect and support,
- Offer accurate and appropriate feedback about orientation programs to their supervisors,
- Strive to understand training, information, and support sufficiently to assist faculty/staff members in meeting expectations.

IMPORTANT REQUIRED DATES

SELECTION

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| Monday, October 19, 2009 | Applications available at www.fiujobs.org |
| Information Sessions | |
| • Oct. 19 | 5 – 6pm GC 340 |
| • Oct. 22 | 2:30 – 3:30pm GC 314 |
| • Oct. 27 | 9:30 – 10:30am GC 305 |
| • Oct. 30 | 1 – 2pm GC 340 |
| • Nov. 2 | 7 – 8pm UPT TV Lounge |
| • Nov. 4 | 11am – 12pm GC 314 |
| • Nov. 12 | 12:30 – 1:30pm GC 340 |
| • BBC – Please stop by WUC 140 for information | |
| Monday, November 16, 2009 | Applications due |
| Friday, November 20, 2009 | Selection Workshops |
| Monday, November 23, 2009 | Finalists Notified, Interview Sign-up |
| November 30, December 1-2, 2009 | Interviews |
| Monday, January 4, 2010 | 2010 Peer Advisors Announced |

COMBINED CAMPUS TRAININGS

(Fridays 8:30am – 1:30pm, except where indicated)

January 8, 2010 (GC 305)
January 15, 2010 (BBC)
January 22, 2010, Meet at 1pm (MMC – Retreat)
January 29, 2010 (BBC)
February 5, 2010 (GC 305)
February 12, 2010 (BBC)
February 19, 2010 (GC 305)
February 26, 2010 (BBC)
March 5, 2010 (MMC)

CAMPUS SPECIFIC TRAININGS

(Fridays 8:30am – 1:30pm)

March 26, 2010
April 2, 2010
April 9, 2010
April 16, 2010
April 23, 2010
April 30, 2010
May 7, 2010
May 14, 2010
May 21, 2010
May 28, 2010

WEEKEND DATES

| | |
|----------------------------------|--------------------------|
| Peer Advisor Retreat | January 22 – 24, 2010 |
| Leadership Summit | February 2, 2010 8am-5pm |
| SROW | March 11 – 15, 2010 |
| University Open House | April 24, 2010 |
| Peer Advisor Graduation | June 6, 2010 12-5pm |
| Freshman Convocation & Reception | August 22, 2010 12-5pm |
| University Open House | Mid-October |
| Parent & Family Weekend | Mid-November |

Fort Myers Beach, FL
Biscayne Bay Campus
University of Louisville, KY
Modesto Maidique Campus
GC Ballrooms
U.S. Century Bank Arena
Modesto Maidique Campus
Modesto Maidique Campus

TRAINING MARATHON

June 1 – June 4, 2010 (All day/night)

SUPPLEMENTAL TRAININGS (MMC PAS)

June 24, 2010 1-5pm
July 8, 2010 1-5pm
July 22, 2010 1-5pm
Aug. 5, 2010 1-2pm

ORIENTATION DATES (MMC PAS)

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|----------------------|---|
| April 1, 2010 | Transfer Orientation |
| April 5, 2010 | Transfer Orientation (Evening) |
| April 6, 2010 | Transfer Orientation (Evening – Pines Center) |
| April 29, 2010 | Transfer Orientation |
| May 19, 2010 | Transfer Orientation |
| June 7-8, 2010 | Freshman Orientation |
| June 10-11, 2010 | Freshman Orientation |
| June 14-15, 2010 | Freshman Orientation |
| June 17, 2010 | Transfer Orientation |
| June 21-22, 2010 | Freshman Orientation |
| June 28-29, 2010 | Freshman Orientation (Honor's College) |
| June 30, 2010 | Transfer Orientation (Honors College) |
| July 6, 2010 | Transfer Orientation |
| July 8-9, 2010 | Freshman Orientation |
| July 12-13, 2010 | Freshman Orientation |
| July 14, 2010 | Transfer Orientation |
| July 15, 2010 | Transfer Orientation |
| July 19-20, 2010 | Freshman Orientation |
| July 21, 2010 | Transfer Orientation |
| July 24, 2010 | Transfer Orientation (Saturday) |
| July 26-27, 2010 | Freshman Orientation |
| July 28, 2010 | Transfer Orientation |
| July 29, 2010 | Transfer Orientation |
| July 30, 2010 | Transfer Orientation |
| August 2-3, 2010 | Freshman Orientation |
| August 5, 2010 | Transfer Orientation (Evening) |
| August 6, 2010 | Transfer Orientation |
| August 9, 2010 | Transfer Orientation |
| August 10, 2010 | Transfer Orientation (Evening – Pines Center) |
| August 13, 2010 | Transfer Orientation |
| August 16-17, 2010 | Freshman Orientation |
| August 18, 2010 | Transfer Orientation |
| November 17, 2010 | Transfer Orientation |
| November 18-19, 2010 | Freshman Orientation |
| December 2, 2010 | Transfer Orientation (Evening) |
| December 6, 2010 | Transfer Orientation |
| December 8, 2010 | Transfer Orientation (Evening – Pines Center) |
| December 14, 2010 | Transfer Orientation |
| December 15, 2010 | Freshman Orientation |
| December 27, 2010 | Transfer Orientation |
| December 28, 2010 | Freshman Orientation |

ORIENTATION DATES (BBC PAS)

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|--------------------|-------------------------------|
| April 1, 2010 | Transfer Orientation |
| May 6, 2010 | Transfer Orientation |
| June 7-8, 2010 | Freshman Orientation |
| June 9-10, 2010 | Freshman Orientation |
| June 16-17, 2010 | Freshman Orientation |
| June 21-22, 2010 | Freshman Orientation |
| July 6, 2010 | Transfer Orientation |
| July 7-8, 2010 | Freshman Orientation |
| July 15, 2010 | Transfer Orientation |
| July 21-22, 2010 | Freshman Orientation |
| July 29, 2010 | Transfer Orientation |
| August 2-3, 2010 | Freshman Orientation |
| August 16, 2010 | Transfer Orientation |
| August 17-18, 2010 | Freshman Orientation |
| TBA | Spring 2011 Orientation Dates |