

FAQ for Summer Orientation Staff:

**1) When and where is the application due?**

The application needs to be turned in to the Vice President of Student Affairs office in 118 Gilchrist Hall by 3:00 p.m. on Friday, November 6, 2009.

**2) How long does the position last?**

The position begins on Monday, May 17, 2010 and continues through Tuesday, July 13, 2010. You need to be available Monday through Friday throughout the period of full-time employment, both during the day and in the evenings.

**3) Do the Orientation Staff members get paid?**

Yes, members on staff receive a \$2,200 stipend plus room and board during the period of full-time employment (May 17 – July 13, 2010).

Orientation staff members are asked to work occasionally during the rest of the year (August, December, January, April, May). Orientation staff who work during these non-summer programs receive \$8 per hour.

**4) Do I have to have a specific major or be a certain age to be on Summer Orientation Staff?**

No, there is no major or age requirement to be a member of Summer Orientation Staff. We hire a staff that represents a diversity of backgrounds, majors, and experiences, which helps us to better serve students and families.

**5) Where can I pick up an application for Summer Orientation Staff?**

Applications are available online at [www.uni.edu/orientation](http://www.uni.edu/orientation). They can also be found in residence halls at the front desks, the Center for Multicultural Education in Maucker Union, and in the Office of Academic Advising in Gilchrist Hall.

**6) What are the typical job duties of a Summer Orientation Staff member?**

- Participate in training program covering academic advising, campus and community resources, communication and leadership skills, and first-year student issues
- Assist in facilitating orientation programs for freshmen and new transfer students
- Serve as peer academic advisor to new students, and collaborate with professional advisors and other faculty and staff members from across campus

- Convey information to students and families about university policies and procedures, campus life, course offerings, registration, and other related topics
- Serve as a positive representative of the UNI community
- Participate in miscellaneous preparation and clean-up duties, including residence hall set-up and folder-stuffing
- Staff all aspects of orientation programs, including (but not limited to) check-in, parking duty, opening sessions, group advising, residence hall tours, evening social activities, registration, and evaluation meetings
- Assist with residence hall duties for orientation participants who stay overnight on campus, including check-in, check-out, and evening rounds

**7) How many sessions are there throughout the summer?**

We offer a total of nine freshman orientation sessions and four transfer orientation sessions in June and July.

**8) Can I take a summer class if I'm hired as a member of Summer Orientation Staff?**

No. Staff may not enroll in summer classes during the period of full-time employment.

**9) How many staff members are selected?**

We hire a staff of 16 Summer Orientation Staff members.

**10) Who should I contact with any further questions?**

Kristin Woods, Coordinator of New Student Programs is located in 118 Gilchrist Hall. She can be contacted at [kristin.woods@uni.edu](mailto:kristin.woods@uni.edu) or at 273-2815.