

Raider Guide Position Description

Employed by the Center for Student Success, Raider Guides serve as peer mentors and role models to students at the University of Mount Union assisting with their transitions to our campus. Throughout fall orientation and the academic year, their primary role serves to foster positive relationships as they educate students on how to successfully navigate college life. In the spring, Raider Guides will continue to build relationships, facilitate programming, and administer resources to designated populations of students.

Raider Guide Responsibilities:

Fall Semester

Lead a group of new students through their fall semester:

- Lead multiple group sessions and serve as a facilitator for select programs at fall orientation encouraging cooperative and respectful group interaction to spark connection and build rapport, in collaboration with Student Affairs.

Work collaboratively with assigned FYS100/ FYS105/ HON110 instructor to enhance students' first-year experience.

- Attend assigned FYS100/ FYS105/ HON110/ class (8) times.
- Help to establish a sense of belonging and build institutional affinity.
- Create a welcoming atmosphere where new students feel safe, comfortable, and confident.
- Be a team player by listening to, considering, and integrating others' ideas.
- Promote involvement in academic programs, clubs/organizations, and opportunities with the surrounding community.
- Serve as a campus resource for academic departments and co-curricular programs.
- Serve as a liaison between new students and the professional staff.
- Become acquainted with each student in the course and encourage students to connect with one another through intentional activities.
- Conduct individual conversations with each assigned student *twice* during the fall semester. Document each conversation and support students however needed.
- Hold two (2) weekly office hours in the Center for Student Success.
- Attend coordinator team meetings and all staff meetings.
- Other duties as assigned.

Spring Semester

- Hold two (2) weekly office hours.
- Continue to serve as a liaison between new students and the professional staff.
- Conduct *one* individual conversation with each assigned student during the spring semester. Document each conversation and support students however needed.
- Work with different populations of students as assigned.
- Attend coordinator team meetings and all staff meetings.

Leadership

- Be an exemplary role model and mentor for new University of Mount Union students.
- Establish a positive working relationship with fellow staff members.
- Communicate consistently, effectively, and efficiently.
- Demonstrate professionalism, punctuality, maturity, and a positive attitude.
- Maintain confidentiality to ensure safety and privacy.
- Follow expectations of the position.
- Willingly assume responsibility.

Qualifications:

Those hired for the position must meet the following:

- Maintain a minimum semester and cumulative GPA of 2.5.
- Remain in good academic and disciplinary standing with the university.

- Be involved on campus in some capacity (i.e., extra-curricular activities, athletics, etc.).
- Use appropriate and inclusive language at all times.
- View the University of Mount Union in a positive light.

Compensation & Benefits:

Those hired for the position will receive the following:

- Extensive leadership training and opportunities for personal growth
- Official Raider Swag - nametag, UMU shirt, etc.
- Stipend of \$1,200 (\$700 for fall semester and \$500 for spring semester)

Terms of Employment:

Eligibility for the position is contingent upon the following:

- Attendance at all training dates and required meetings (dates to be determined).
- Fulfillment of job requirements at fall orientation and throughout the academic year (dates below).
- Uphold community standards and abide by the Student Code of Conduct as outlined in the [Student Handbook](#).
- Represent the Center for Student Success, the Division of Academic Affairs and the University of Mount Union appropriately.

2024-2025 Required Dates:

Required events for the position include the following:

- Staff Meet 'N Greet (Spring 2024 Semester – April)
- Training the week leading up to Orientation
- Orientation: Wednesday, August 21 – Sunday, August 25, 2024 (Select Programs Only)
- Available for two of the five FYS time slots during the fall semester
 - MWF 8:45-9:50
 - MWF 12:30-1:35
 - MWF 1:45-2:50
 - TR 9:20-11
 - TR 12:20-2:10

Students must be available for all dates and times listed above. All outside commitments such as trips home, doctor appointments, or other work obligations should be scheduled around required dates and times.