

Preview & Orientation Guide Position Description



Employed by the Office of Student Affairs and reporting directly to the Director of Student Involvement & Leadership, Preview & Orientation Guides serve as peer mentors and role models to incoming students at the University of Mount Union to assist with their transition. During summer Preview sessions and fall Orientation, their primary role serves to foster positive relationships as they introduce new students to campus culture by having them become aware of the resources, support, and experiences available. Preview & Orientation Guides are passionate and enthusiastic about acclimating new students into the Mount Union community. Specifically, they enable new students to establish a connection with faculty, staff, and other students to create a community that allows them to grow personally, intellectually, and socially.

Preview & Orientation Guide Responsibilities:

Preview

- Lead a group of incoming students and their families through the summer Preview experience, reaffirming that they made the right decision in choosing the University of Mount Union.
- Be available to address academic and co-curricular questions and concerns.
- Establish a sense of belonging and build institutional affinity.
- Serve as a campus resource for academic departments and co-curricular programs.
- Assist in program setup, execution, and teardown.
- Other duties as assigned.

Orientation

- Create a welcoming atmosphere where new students feel safe, comfortable, and confident.
- Serve as a liaison between new students and University faculty and staff.
- Serve as a facilitator throughout the orientation weekend, encouraging cooperative and respectful group interaction to spark connection and build rapport.
- Become acquainted with each student in the group and encourage students to connect with one another through intentional activities.
- 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.

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 Preview and Orientation uniform - nametag, UMU shirt, etc.
- Room and meals during all Preview Sessions
- A stipend of \$100 per each Preview date worked. *All Preview & Orientation Guides are expected to work between 3-5 Preview sessions. There will also be a minimum and maximum number of guide spaces available for each Preview.*
- A stipend of \$200 for Orientation Weekend. All Preview & Orientation Guides are required to work Orientation Weekend.

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 summer Preview sessions and fall orientation (dates below).
- Uphold community standards and abide by the Student Code of Conduct as outlined in the [Student Handbook](#).
- Represent the Office of Student Affairs and the University of Mount Union appropriately.

2025 Preview and Orientation Dates, including Preparation Days:

Training: Attend all training dates for Preview and Orientation.

- Sunday, March 23, 2025, 9am - Noon
- Friday, April 4, 2025, 5pm – 8 pm
- Overnight Friday, April 11, 2025 – Saturday, April 12, 2025, 6pm – 4pm
- Sunday, April 27, 2025, 1pm – 4pm

Required events for the position including the following:

- Day 00, Day 0 Preview 1 & 2: Tuesday, June 10 - Friday, June 13
- Day 0, Preview 3 & 4: Thursday, July 10 – Saturday, July 12
- Day 0, Preview 5 & 6: Sunday, August 10 – Tuesday, August 12
- Day 0, Preview 7: Wednesday, August 20 – Thursday, August 21
- Orientation Training: Sunday, August 17 – Thursday, August 21
- Orientation: Friday, August 22 – Sunday, August 24