

### **Raider Guide Position Description & Contract**

Employed by the Office of New Student Programs and reporting directly to the Director of New Student Programs, Raider Guides serve as peer mentors and role models to incoming students at the University of Mount Union to assist with their transition. Throughout Fall Orientation and the academic year, their primary role serves to foster positive relationships as they educate new students on how to successfully navigate college life. Additionally, they assist with the Exceptional Beginnings program, which is part of an ongoing and multi-faceted process. This program aims to successfully acclimate students from high school to college by providing a supportive community for them to learn and grow. Specifically, it encourages academic excellence through co-curricular learning and the development of the whole student.

#### **Raider Guide Responsibilities**

##### *Fall Orientation*

- Lead a group of new students through their Fall Orientation experience.
- 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 facilitator during guide groups, encouraging cooperative and respectful group interaction to spark connection and build rapport.
- Serve as a campus resource for academic departments and co-curricular programs.
- Become acquainted with each student in the group and encourage students to connect with one another through intentional activities.
- Assist in program setup, execution, and teardown.
- Use appropriate and inclusive language at all times.
- Treat all campus facilities, personnel, and equipment with care.
- Other duties as assigned.

##### *Fall and Spring Semesters*

- Serve as a liaison between new students and the professional staff.
- Work collaboratively with assigned FYS 100/FYS 105/HON 110 instructor to enhance students' first-year experience (fall semester only).
- Attend assigned FYS 100/FYS 105/HON 110 class six (6) times (fall semester only).
- Attend and take attendance at all Exceptional Beginnings sessions (fall semester only).
- Conduct individual conversations with each assigned student twice each semester and support them however needed.
- Hold two (2) weekly office hours.
- Attend coordinator team meetings, as necessary.
- Attend all staff meetings, as necessary.

##### *Leadership*

- Exemplify being a positive role model and mentor for new University of Mount Union students.
- Establish a positive working relationship with personnel and fellow staff members.
- Communicate consistently, effectively, and efficiently.
- Demonstrate professionalism, punctuality, maturity, and a positive attitude.
- Maintain confidentiality to ensure safety and privacy.
- Adhere to authority and follow mutually agreed upon expectations.
- 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.).
- 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 uniform- nametag, polo, t-shirts, and bag
- Stipend pay of **up to \$1,400** throughout the course of the year.
  - Fall Semester: Earnings up to \$800 for the semester with the following payment amounts:
    - August- \$50; September- \$200; October-\$200; November-\$200; December- \$150 *\*Please note that the December payment amount may vary. This is contingent upon successful completion of job responsibilities. Guides will either receive the full amount of \$150 or a lower amount. Minimally, this payment will be \$50.\*\**
  - Spring Semester: Earnings up to \$600 for the semester with the following payment amounts:
    - January- \$150; February- \$100; March- \$100; April- \$100; May- \$150 *\*Please note that the May payment amount may vary. This is contingent upon successful completion of job responsibilities. Guides will either receive the full amount of \$150 or a lower amount. Minimally, this payment will be \$50.\*\**

### Terms of Employment

- Eligibility for the position is contingent upon the following:
  - Ability to serve for the entirety of the 2025-2024 academic year.
  - Attendance at all training dates and required meetings (dates below).
  - Fulfilment of job requirements throughout Fall Orientation and the academic year (dates below).
  - Upholding community standards and abiding by the Student Code of Conduct as outlined in the [Student Handbook](#).
  - Representing the Office of New Student Programs, Division of Academic Affairs, and the University of Mount Union appropriately.

### 2024-2025 Required Dates (these are tentative and subject to change)

Required events for the position include the following:

- **Training:**
  - 2025-2026 Staff Meet 'N Greet // Thursday, April 10, 2025 // 5:30PM-7:30PM
  - August Return:
    - Staff Move-In // Friday or Saturday, August 15<sup>th</sup> or 16<sup>th</sup>, 2025
    - All Raider Guide Staff Training // Saturday, August 16<sup>th</sup>
    - All Staff Training // Sunday, August 17, 2025- Thursday, August 21, 2025
- **Fall Orientation:**
  - Friday, August 22, 2024- Sunday, August 24, 2025

*\*All outside commitments such as trips home, doctor appointments, or other work obligations are unacceptable and should be scheduled around training sessions and retreats. Advance written notice must be provided if you cannot attend due to academic requirements, in-season athletic commitments, or extenuating circumstances. Otherwise, failure to attend required trainings may result in dismissal from staff. \*\**

I understand that as a 2024-2025 Raider Guide student staff member, I am expected to meet the qualifications and maintain the terms of employment specified. Otherwise, I understand that failure to do so may result in dismissal from staff. In addition,

I acknowledge that this position is at-will, meaning that either the employee or employer has the right to terminate employment at any time.

I have read and understand this contract and agree to its terms. Further, with my signature below, I authorize the Office of New Student Programs to check my academic and disciplinary records to confirm my eligibility.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_  
(please sign in ink)

Date: \_\_\_\_\_