

# Orientation Peer Advisor



# Interest Packet

Applications are submitted online at [www.fiujobs.org](http://www.fiujobs.org)  
no later than Monday, November 15, 2010 at 5pm

October 15, 2010

Dear Peer Advisor Applicant:

Thank you for your interest in becoming an FIU 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, you should attend one Peer Advisor Info Session (MMC applicants will not be passed on to the next phase of selection if you don't attend), where all of the information included here will be thoroughly explained and elaborated on. The date/time/location options are:

- Oct. 18            4pm            GC 140
- Oct. 21            3pm            GC 140
- Oct. 25            7pm            Lakeview Lounge
- Oct. 27            4pm            GC 140
- Nov. 2            10am          GC 314
- Nov. 4            3pm            GC 140
- Nov. 12          1pm            GC 150
- Nov. 15          10am          GC Panther Suite
- Nov. 15          2pm            GC 150
- 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 2011 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](http://www.fiujobs.org) (listed as Orientation Peer Advisor) and submit it no later than **5pm on Monday, November 15, 2010**. On November 16th, you will be contacted by e-mail to confirm whether or not you are being passed on to the **Selection Workshop which will be held on Friday, November 19<sup>th</sup> in the Graham Center Ballrooms at MMC and/or in WUC 155/Ballroom at BBC**. There will be a variety of times to choose from on that day, so if you are passed on, you will send your time preference as a reply.

After these workshops, finalists will be selected and notified via e-mail no later than **Monday, November 22**. If selected as a finalist, you will come to the office to sign up for an interview time. **Interviews** will be held **November 29-30 and December 1**. Finally, the 2011 Orientation Peer Advisors will be announced at **Noon on Monday, January 10, 2011**, 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 14, 2011 from 8:00am-12:00pm at 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  
[stanekk@fiu.edu](mailto:stanekk@fiu.edu)

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 2010 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 2010
- 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 2011 and ends January 2012

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

1. *Training* – Each Peer Advisor will be required to attend all training sessions beginning in January and continuing throughout the summer. Training sessions are every Friday from 8:00am-12:00pm from January 14<sup>th</sup> until May 27<sup>th</sup>. MMC PAs have additional days/times listed below.
2. *Staff Retreat* – Each Peer Advisor will be required to attend and participate in our retreat, which will be held January 21 – 23, 2011 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 5<sup>th</sup>, 2011.
4. *SROW* – All Peer Advisors will be required to attend the 2011 Southern Regional Orientation Workshop, which will be held at Louisiana State University in Baton Rouge, LA, March 11-13,

2011. We will leave FIU on Thursday, March 10<sup>th</sup> and return early on Monday, March 14<sup>th</sup>. Please note that this coincides with the beginning of FIU's Spring Break.

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, and should be sure to make arrangements to accommodate this work schedule. 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 the Freshman Convocation and Reception on Sunday, August 21 from 11am-5pm.
  7. *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. Current scheduled dates for SROW Practice include March 2 and 8, 2011 from 7-10pm.
  8. *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.
  9. *Open Houses* – At University Open Houses, Peer Advisors are expected to give campus tours and promote school spirit. The dates for 2011 are Saturday, April 16<sup>th</sup> and Saturday, October 1<sup>st</sup> from 9am-12pm.
  10. *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 – MMC Peer Advisors will have some flexibility in which Transfer Orientations they work to allow for some pre-arranged days off. 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 their Peer Advisor job responsibilities. If you have another 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 8:00am-12:00pm** 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 over twelve weeks beginning in mid June. An additional stipend up to \$250 will be distributed based on

the number of Spring Orientation sessions worked during Fall 2011. Light snacks will be served at all training workshops and meals will be provided during orientation sessions. During the Peer Advisor Retreat and SROW Conference, 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 FIU

### C. Administrative Responsibilities

1. Attend all training sessions, meetings, and practices
2. Be punctual in all Orientation activities including trainings, 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/affective 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

Monday, October 18, 2010	Applications available at <a href="http://www.fiujobs.org">www.fiujobs.org</a>
Information Sessions (choose one)	
• Oct. 18	4pm GC 140
• Oct. 21	3pm GC 140
• Oct. 25	7pm Lakeview Lounge
• Oct. 27	4pm GC 140
• Nov. 2	10am GC 314
• Nov. 4	3pm GC 140
• Nov. 12	1pm GC 150
• Nov. 15	10am GC Panther Suite
• Nov. 15	2pm GC 150
• BBC – Please stop by	WUC 140 for information
Monday, November 15, 2010	Applications due
Friday, November 19, 2010	Selection Workshops
Monday, November 22, 2010	Finalists Notified, Interview Sign-up
November 29-30, December 1, 2010	Interviews
Monday, January 10, 2011	2011 Peer Advisors Announced

## COMBINED CAMPUS TRAININGS

(Fridays 8:00am – 12:00pm, except where indicated)

January 14, 2011 (MMC)  
January 21, 2011 (MMC)  
January 28, 2011 (BBC)  
February 4, 2011 (MMC)  
February 11, 2011 (BBC)  
February 18, 2011 (MMC)  
February 25, 2011 (BBC)  
March 2, 2011 (TBA, 7-10pm)  
March 4, 2011 (MMC)  
March 8, 2011 (TBA, 7-10pm)

## CAMPUS SPECIFIC TRAININGS

(Fridays 8:00am – 12:00pm)

March 25, 2011  
April 1, 2011  
April 8, 2011  
April 15, 2011  
April 22, 2011  
April 29, 2011  
May 6, 2011  
May 13, 2011  
May 20, 2011  
May 27, 2011

## TRAINING MARATHON

May 31 – June 3, 2011, 8am – 12am

## WEEKEND DATES

Peer Advisor Retreat	January 21 – 23, 2011	Fort Myers Beach, FL
Leadership Summit	February 5, 2011 8am-5pm	Biscayne Bay Campus
SROW	March 10 – 14, 2011	Baton Rouge, LA
University Open House	April 16, 2011	Modesto Maidique Campus
Peer Advisor Graduation	June 5, 2011 12-5pm	GC Ballrooms
Freshman Convocation & Reception	August 21, 2011 11am-5pm	U.S. Century Bank Arena
University Open House	October 1, 2011	Modesto Maidique Campus

## MANDATORY SUMMER MEETINGS (MMC PAS)

June 23, 2011 1-5pm  
Aug. 3, 2011 1-5pm

## **ORIENTATION DATES (IMMC PAS)**

<b><u>Freshman Orientation</u></b>	<b><u>Transfer Orientation</u></b>
June 6-7, 2011	April 4, 2011
June 9-10, 2011	April 6, 2011 (Evening)
June 13-14, 2011	April 28, 2011
June 16-17, 2011	May 19, 2011
June 20-21, 2011	June 22, 2011
June 30-July 1, 2011 (HC)	June 29, 2011 (HC)
July 7-8, 2011	July 5, 2011
July 11-12, 2011	July 14, 2011
July 18-19, 2011	July 15, 2011
July 21-22, 2011	July 23, 2011 (Saturday)
July 25-26, 2011	August 4, 2011 (Evening)
July 28-29, 2011	August 8, 2011
August 1-2, 2011	August 9, 2011
August 15-16, 2011	August 10, 2011 (Pines)
November 17-18, 2011	August 17, 2011
December 16, 2011	November 16, 2011
January 4, 2012	December 1, 2011 (Evening)
January 5, 2012	December 5, 2011
	December 7, 2011 (Pines)
	December 15, 2011

## **ORIENTATION DATES (BBC PAS)**

<b><u>Freshman Orientation</u></b>	<b><u>Transfer Orientation</u></b>
June 7-8, 2011	March 31, 2011
June 9-10, 2011	May 5, 2011
June 14-15, 2011	July 13, 2011
June 22-23, 2011	July 18, 2011
July 6-7, 2011	July 28, 2011
July 20-21, 2011	August 15, 2011
August 2-3, 2011	November 2, 2011 (F&T)
August 16-17, 2011	December 8, 2011 (F&T)