

# WINTER 2021 ORIENTATION ADVISOR APPLICATION

Advisor Application Deadline: December 2, 2020

**APPLICATION INSTRUCTIONS: Please read carefully before submitting your materials. Submitting incomplete materials will delay the hiring process.**

## RETURNING ORIENTATION ADVISOR APPLICANTS

1. Complete the application in full.
2. After your application materials are received, Christine Schene ([cschene@umbc.edu](mailto:cschene@umbc.edu)), Enrollment Management Payroll Preparer, will be in contact with you to request additional information to prepare your contract and enter your role (Orientation Advisor) into the Electronic Time Sheet system.

## NEW ORIENTATION ADVISOR APPLICANTS

1. Review the position description on the Office for Academic & Pre-Professional Advising website: <https://advising.umbc.edu/orientation/>.
2. Submit the following documents:
  - o This application, completed in full
  - o A cover letter explaining your relevant experience and why you would be effective in the role.
  - o A resume showing your education, experience, honors, and skills.

## SUBMIT YOUR APPLICATION

1. Save your file with your first and last names included in the file name.
2. Go to [https://advising.umbc.edu/orientation\\_upload/](https://advising.umbc.edu/orientation_upload/) to upload your form.

## PERSONAL INFORMATION

\_\_\_\_\_  
Last Name                                      First Name                                      Middle Initial                                      Campus ID

\_\_\_\_\_  
Department                                      Position Title

\_\_\_\_\_  
Office (Building & Room #)                                      Campus Phone#

\_\_\_\_\_  
Home address

Home telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**UMBC AFFILIATION: Check all the boxes that apply to your current role(s) at UMBC.**

**Have you worked as an Orientation Advisor in the past?**  Yes  No

**If yes, when?**

**FACULTY**

Adjunct faculty

9-month faculty

12-month faculty

Chart-String Number \_\_\_\_\_

**12-month faculty must provide a chart-string number to facilitate a budget transfer for your orientation advisor compensation**

**FULL-TIME STAFF**

**GRADUATE STUDENT**

Date degree is expected \_\_\_\_\_

Full-time student  Part-time student

Full-time student with an Assistantship

If you hold an Assistantship, provide name of your supervisor  
\_\_\_\_\_

Graduate student without an assistantship

Provide name of Program Coordinator or Director:  
\_\_\_\_\_

## NOTES ON ELIGIBILITY FOR COMPENSATION

- Part-time faculty, 9-month faculty, and all graduate students are eligible for direct pay at the rate of \$25 per advising session.
- 12-month faculty may receive compensation through a budget transfer to their department.
- 12-month regular staff are not eligible for additional compensation for this advising role.
- Graduate students with assistantships must obtain permission to work in this role and will be provided with the appropriate form if hired.
- Orientation advisors eligible for compensation must have an approved contingent contract for this work prior to entering on duty.
- New advisors are required to attend a training session; details can be found below.
- Returning advisors are encouraged to attend or view the training session to learn about any potential academic and policy updates.

## ORIENTATION DATES

Indicate below which *full* sessions you can serve (four appointments scheduled for day sessions, 9:00 AM to 5:00 PM; two appointments scheduled for evening sessions, 6:00 PM to 9:00 PM). Select as many sessions as you can; we will not hire advisors for fewer than two (2) regular days. If you have partial availability on other days, you will have the opportunity to share your schedule for those days with us later.

“HOLD” dates are not anticipated to have scheduled programs but will be utilized if inclement weather or other emergencies cause programs to be cancelled on the main scheduled dates or as required to accommodate all students.

ALL ADVISING SESSIONS WILL BE CONDUCTED ENTIRELY ONLINE.

- Thursday, January 7<sup>th</sup> – Full Day Program, 9:00am – 5:00pm
- Tuesday, January 12<sup>th</sup> – Full Day Program, 9:00am – 5:00pm
- Wednesday, January 13<sup>th</sup> – Full Day Program, 9:00am – 5:00pm
- Wednesday, January 13<sup>th</sup> – EVENING Program, 6:00pm – 9:00pm
- Thursday, January 14<sup>th</sup> – HOLD Day, 9:00am – 5:00pm
- Tuesday, January 19<sup>th</sup> – Full Day Program, 9:00am – 5:00pm
- Wednesday, January 20<sup>th</sup> – Full Day Program, 9:00pm – 5:00pm
- Wednesday, January 20<sup>st</sup> – EVENING Program, 6:00pm – 9:00pm
- Thursday, January 21<sup>st</sup> – HOLD Day, 9:00am – 5:00pm

## **MANDATORY TRAINING REQUIREMENT**

All new AND returning advisors, EXCEPT for those who served as advisors in the Summer 2020 (virtual) Orientation program, are required to complete a one-day training session. This training is mandatory; advisors will be compensated \$100 for their participation. All training sessions will be held entirely online.

**Please select ONE of the options below:**

- January 4<sup>th</sup> Full Day Training Session, 9:00am – 5:00pm
- January 5<sup>th</sup> Full Day Training Session, 9:00am – 5:00pm
- I served as an advisor during the Summer 2020 Orientation and am not required to attend training

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Electronic signature is accepted)

**If you have any further questions contact:**  
**Laszlo Korossy**  
**Academic Advisor**  
**Office for Academic & Pre-Professional Advising**  
**korossy1@umbc.edu**  
**410-455-2729**