

# WINTER 2025 ORIENTATION ADVISOR APPLICATION

Advisor Application Deadline: October 23, 2024

## APPLICATION INSTRUCTIONS

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

1. Review the position description on the Office for Academic & Pre-Professional Advising website: <https://advising.umbc.edu/orientation/>.
2. Prepare the following documents:
  - This application, completed in full.
  - A cover letter explaining your relevant experience and why you would be effective in the role. **The cover letter MUST be your own work. Do NOT use AI tools or online templates to create either all or part of the letter.**
  - A resume showing your education, experience, honors, and skills.
3. Save each document separately, with your first and last name appearing in each file name.
4. Submit all documents to [https://advising.umbc.edu/orientation\\_upload/](https://advising.umbc.edu/orientation_upload/)
5. Please do NOT follow up regarding the status of your application. We will not begin review of any applications until after the deadline, and will contact ALL applicants over the course of the following weeks.

## 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?**

**FULL-TIME STAFF**

**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

**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

- All Orientation Advisors must be either a staff member, adjunct or full-time faculty member, or graduate student at UMBC to be eligible to serve in this role.
- Graduate students are *not* eligible to serve as Orientation Advisors after their graduation date, unless they are continuing on at UMBC in another role.
- Part-time faculty, 9-month faculty, and all graduate students are eligible for direct pay at the rate of \$100 per daytime advising session and \$50 per evening or morning advising session.
- 12-month faculty may receive compensation through a budget transfer to their department.
- With the agreement of their supervisors, 12-month regular staff perform this advising role during regular work hours, and are therefore not eligible for *additional* compensation for this role.
- Orientation advisors eligible for compensation must have an approved contingent contract for this work prior to entering on duty. Details will be provided during the hiring process.

## ORIENTATION DATES

Orientation activities will occur during the months of June through August. You will receive a separate communication listing specific dates and times for which you can commit your service.

Sessions will either be daytime or evening. You may sign up for any number of sessions, but must sign up for a minimum of three; you will be expected to be available for the entirety of each session for which you sign up. If you are not needed for a specific session, we will contact you as soon as possible. Likewise, if you are unable to keep your commitment to a session for which you previously indicated availability, as a professional courtesy, we expect you to contact us as soon as possible.

**ALL TRAINING AND ADVISING SESSIONS WILL BE HELD ENTIRELY ONLINE. THIS POSITION IS FULLY REMOTE.**

## MANDATORY TRAINING REQUIREMENT

All new advisors are required to complete a one-day training session. In addition, any returning advisors who have NOT advised during the past year (Winter 2024 and/or Summer 2024) are required to complete this training as well. **This training is mandatory, and advisors will be compensated \$100 for their participation.** The training session will be held entirely online.

Please check the box below to indicate that you will be available for mandatory Winter 2025 training date:

January 2 (Thursday) 9:00am – 5:00pm

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

**For any further questions, please contact:**

**Laszlo Korossy**

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