



Office of Orientation and
Student Leadership Programs

PROS 2022 Application Information

Applications must be submitted online via ProfLink.

Please print or save this application information for your future reference!

Application Checklist

- Availability confirmed
- ProfLink application submitted (you must upload a current résumé as part of the application process)
- Group interview scheduled via the ProfLink application:

Date

Time

Conditions of employment:

Qualifications: PROS must be undergraduate students at Rowan University and be in good standing with a minimum 2.5 GPA and no outstanding sanctions and/or current judicial violations within the past year. PROS should be able to assume leadership roles and complete all assigned tasks. Positive representation of Rowan University is required. Commitment to serving students, parents and family members, and other University staff, including diverse populations, and a customer service philosophy are necessary. Previous experience in a team or community living environment is helpful, but not required.

Time commitment: PROS are required to attend all training sessions and staff meetings. PROS may not have other time commitments during summer orientation programs. Advance approval is necessary to enroll in summer term classes that does not interfere with PROS. All selected PROS will be given a schedule of expected coverage in advance so that you may plan personal time accordingly.

Spring training

Spring training will take place on Fridays during the spring semester from 2:00 – 5:00pm, starting on Friday, February 25, 2022. There will no training on Friday, March 18th, and training will conclude on Friday, April 22nd.

Orientation Prep & Commencement

PROS are expected to assist with preparing orientation materials and assisting with commencement exercises on Saturday, May 7, 2022 and during other commencement ceremonies from May 9th-13th as assigned (do not schedule any other activities this week!).

Summer training

PROS are required to be ready for on-site summer work beginning Monday, June 13, 2022. PROS will participate in staff training sessions between June 13th – 17th.

Transfer & First-Year Orientation

PROS will work during all transfer and first-year orientation programs from Monday, June 20th – Thursday, July 28th. Orientation programs will take place Monday-Friday, and PROS are required to have all day availability. Dates for specific orientation dates will be given to PROS prior to the start of the summer. PROS are not required to work on weekends or holidays.

Closing day

PROS will participate in all-day closing activities on Friday, July 29th.

International Orientation and Welcome Week

PROS will assist with International Orientation and Welcome Week programming, **Tuesday, August 29th – Monday, September 5th**. PROS will assist with Welcome Week programming, including the Ask Me! Tents throughout the first week of the fall term.

EACH OF THE DATES LISTED ABOVE ARE
NON-NEGOTIABLE REQUIREMENTS OF THE PROS POSITION.

Contract: All PROS will be required to sign a contract and adhere to the following guidelines:

- Be punctual, reliable, and conscientious in the performance of all responsibilities.
- Submit an end-of-orientation evaluative report.
- Must sleep in the assigned residence hall during two-day, overnight orientation programs.
- May not be enrolled in any summer session courses without advance supervisor permission.
- Must follow all state/local laws and University policies regarding alcohol and other drug use. Must not consume alcohol or other substances during the orientation period.
- Must adhere to and enforce the University's rules and regulations, especially those stated for residence halls.

Remuneration:

The hourly wage for PROS begins at \$11.70 per hour. PROS earn approximately \$290 per week during the summer orientation (June 13th-July 29th). PROS have the opportunity to earn over \$4000 over the duration of their contract.

PROS also receive more than \$1,500 in meals and a \$1,500 summer housing waiver. Housing is provided from June 13 - July 29, 2022, and meals are provided only during PROS training sessions and orientation programming. Total non-salary compensation (staff development, uniforms, etc.) totals over \$3,000. PROS will gain an understanding of student and team development, experience planning student service programs and working in a community living & team setting, along with the satisfaction of representing the Rowan University community.

Housing options:

For commuting students:

Students may commute until Monday, June 13th. All PROS are required to stay overnight in provided residential housing the night prior to an orientation session or training and the night of an orientation session from June 13th – July 29th.

For residential students:

You are able to apply for an extended stay through Commencement at no additional charge. Depending on summer use, you may be relocated to an alternate assignment. For the summer orientation program, two options are available:

- Summer housing: PROS may stay on campus throughout the summer (between Commencement and June 13th and after July 29th until the start of the fall semester) for a nominal charge. The summer term employee housing rate can be applied to your student account or paid by payroll deduction. The 2021 rates were \$32 per day.
- Orientation program only housing: Housing will be provided in assigned orientation residence halls Monday, June 13th – Friday, July 29th. All PROS are required to stay overnight in provided residential housing the night prior to an orientation session or training and the night of an orientation session from June 13th – July 29th. OSLP covers the cost of housing between June 13th – July 29th.

Application process:

Applications, including a current resume, must be submitted via ProfLink no later than 11:45pm on Sunday, December 5th, 2021.

The *group interview process* is designed to assess each candidate's communication and listening skills, flexibility, maturity, cooperation, responsibility, self-initiative, and leadership style in a diverse team environment. Group interviews are often an educational and enlightening experience for the applicants.

The *individual interview* (pending invitation) focuses on the candidate's interests and experiences at the University and qualifications relating to the position. Those selected for an individual interview will be asked to submit two references. Reference forms will be provided. These references should be solicited from former or present employers and/or Rowan faculty or staff. No decisions will be made on any applicant until all interviews have been completed. Staffing decisions will be made by Wednesday, February 16, 2022.

Interview tips:

We are looking for reliable, enthusiastic, and resourceful students who embrace the Rowan spirit and can represent our campuses appropriately to new students and their families. Students who can represent themselves well and show a commitment to teamwork will be prime candidates for a PROS position.

Additionally, common interview skills such as timeliness, excellent verbal and written communication, understanding of the position, and the ability to express personal goals are helpful. You are encouraged to ask any questions you may have to orientation staff members prior to, during, or after the interview. Wear comfortable, casual clothing to your group interview and more traditional interview attire to your individual interview.

References:

Those selected for an individual interview will be asked to submit two references at that time. Reference forms will be provided when invited. These references should be solicited from former or present employers and/or Rowan faculty or staff. You may wish to ask people to serve as a reference for you early in the selection process, and then follow up and provide the reference forms later when invited to the individual interview. This will provide your references ample time to compose their comments and submit the reference by the Sunday, February 13, 2022 deadline.

Frequently asked questions:

Who are the PROS?

Peer Referral and Orientation Staff (PROS) members are currently enrolled students who have been selected and trained to offer educational services to their peers. These services are intentionally designed to assist in the adjustment, satisfaction and persistence of students toward attainment of their educational goals. The PROS, performing in paraprofessional roles, are compensated for their services and are supervised by qualified professionals. PROS work primarily in the area of personal and social concerns, assisting students in their general adjustment to the college community. The role of the PROS is not to solve people's problems for them, but rather to assist them in finding their own solutions. They act as resource persons to direct their fellow students to on-campus facilities and professionals appropriate to their needs.

Why should I join the PROS?

Peer Referral and Orientation Staff (PROS) will benefit from not only learning how to better help others, but also by gaining new insights into themselves and their relationships with peers. The PROS will gain valuable experience to further their career development, increase their feelings of self-worth and confidence, and receive additional knowledge of and contact with key persons on campus.

What does it take to become one of the PROS?

PROS need communication & leadership skills, the ability to work well as part of a group, and the time necessary to participate fully in training and orientation responsibilities. Applicants must not have any outstanding student conduct sanctions and overall be a good role model to other students academically and personally. Successful candidates post an effective résumé, complete an application, and participate in a group interview process to see how well you work with others. Selected candidates will participate in an individual interview with Office of Orientation and Student Leadership Programs staff so we can learn more about what you would contribute to our team.

What kind of training will I need to become a PROS member?

Students selected as PROS are required to attend training sessions throughout the spring semester and over the summer prior to the start of orientation programming. Training pertains to understanding the student helper's role, student development theory, basic facilitation skill development, active listening, effective verbal and non-verbal communication, and the use of campus resources and referral techniques. Successful completion of training responsibilities is required to join the PROS.

Can I take a summer class?

Due to the longer meeting times of summer term courses, it is unlikely that you could enroll in a traditional summer term course and be available enough to successfully fulfill your PROS responsibilities. In the past, PROS have completed online or weekend courses successfully. Any enrollment in summer term courses is subject to advance supervisor approval.

Will I have student or family orientation groups?

All PROS are expected to work with both the student and parent & family orientation programs. Each session, PROS are scheduled to work with a student group, the parent & family orientation program, or assist with administrative tasks. PROS assignments vary from session to session throughout the summer. You will gain valuable experience working with a variety of new student and adult populations, including family members, first-year students, transfer students, and university faculty & staff.

For more information:

For more information about orientation or the PROS positions, please contact the Office of Orientation and Student Leadership Programs, 856-256-4041, or email oslp@rowan.edu.



Orientation & Student Leadership Programs

Peer Referral and Orientation Staff

Job Description

Peer Referral and Orientation Staff (PROS) are employees of the Office of Orientation and Student Leadership Programs and report to the Assistant Director and the Graduate Coordinator of Orientation. PROS are responsible for representing the best of Rowan University and assisting during orientation programming to provide the support necessary to promote a successful transition to Rowan. In all activities, PROS recognize that service to students and their parents & family members is a top priority.

Job Responsibilities

- I. Student Engagement
 - a. PROS are required to live in the orientation residence hall, maintain order in the hall and enforce policies.
 - b. PROS may not drink any alcoholic beverages or use any other drugs that may diminish alertness or effectiveness during the orientation period. PROS may not use, or be under the influence of, alcohol and other drugs in the presence of any orientation students or parents & family members in the orientation program at any time.
 - c. PROS must maintain high personal standards in behavior, appearance, and attitude. They are also expected to demonstrate professional and appropriate relationships with students, parents & family members, and other staff members during the programs.
 - d. PROS will represent university services, academics, organizations, etc., as part of the total University experience in an accurate and unbiased manner, and may provide individual counseling to students.
- II. Programmatic Support
 - a. Facilitate orientation programming for students and/or parents & family members as assigned. Groups may include first-year and/or transfer students.
 - b. Assist assigned professional staff member(s) in planning, executing, and evaluating specific portions of the orientation programs, including Parent & Family Orientation.
 - c. Prepare for orientation sessions by: attending training and planning meetings, stuffing folders, setting up facilities, decorating floor bulletin boards, etc.
 - d. Conduct check-in, hold information sessions, escort participants to programs, and facilitate evening activities during orientation sessions.
 - e. Assist with Welcome Week programming at the beginning of the fall term.
 - f. Maintain contact with your orientation students and provide appropriate referrals as needed throughout their first term at Rowan.
- III. Administrative
 - a. Job requirements also include other duties as assigned by OSLP staff.
 - b. PROS are required to submit an end of orientation evaluative report.
 - c. Complete job performance evaluations following fall term programming.

Student Learning Outcomes

Undergraduate students employed in this capacity are expected to gain:

- An improved awareness of teamwork and staff dynamics.
- Improved public speaking and presentation skills.
- Basic skills necessary for working with diverse student populations.
- Experience working as a member of a high performing team in a dynamic environment.
- Increased knowledge of first-year college student and parent/family developmental needs.

- Skills needed to facilitate small group discussions.

Terms and Conditions of Appointment

I. Time Commitment

- a. The PROS position is a part-time student employee position. PROS are expected to work 3-6 hours per week during the spring term and 25 hours per week during the summer orientation period and Welcome Week program.
- b. PROS are required to attend all training sessions, staff and supervisory meetings, and post-session debriefings. Including:
 - i. a weekend retreat and two weekend training dates
 - ii. Friday afternoon staff training workshops throughout the spring term
 - iii. joint PROS/RA and/or Division of Student Life training sessions (as scheduled)
 - iv. all-day pre-program training sessions
 - v. post-program cleanup and closing activities

**Absences must be excused prior to the event by the supervisor.*
- c. PROS must be available all day throughout all transfer orientation programs and all first-year orientation sessions.
- d. PROS must assist with Welcome Week activities as scheduled and maintain contact with their students throughout the fall term.
- e. PROS are expected to assist with other campus-wide events during the fall semester including Family Weekend and Open Houses.
- f. PROS are required to be punctual, reliable, and conscientious in the performance of all responsibilities.
- g. Other time commitments must be negotiated in advance with the supervisor. PROS may not hold outside employment or take summer classes during the orientation period unless an exception has been discussed in advance with the supervisor.

II. Academic Standards

PROS must be full-time undergraduate students at Rowan University or full-time students in the Rowan Choice program and be in good standing with a minimum 2.5 GPA and no outstanding sanctions and/or current judicial violations within the past year. PROS must maintain good academic and judicial standing throughout employment.

III. Remuneration

- a. PROS are paid at the hourly rate of \$11.70 per hour (maximum of 20 hours per week in the fall & spring terms, 25 hours per week in summer).
- b. Free or reduced rate housing options are available in the summer term. Meals are provided only during PROS training sessions and orientation programs.

IV. Termination

The Office of Orientation and Student Leadership Programs may dock pay, place a staff member on probation, or terminate employment under the following circumstances:

- a. Failure of a staff member to carry out responsibilities and/or terms and conditions of their employment including the following Rowan University standards:
 - i. Three or more repeated, unreported absences from work
 - ii. Insubordination
 - iii. Breach of confidentiality
 - iv. Theft or fraud
 - v. Threatening a supervisor
 - vi. Failure to meet the standards of Satisfactory Academic Progress

Students may also be immediately terminated from all Institutional and Federal Work Study Programs for the duration of the academic year for one of these offenses.

- b. On-campus or off-campus conduct deemed inappropriate for a University staff member, which includes violations of Division of Student Affairs policies and procedures, Student Code of Conduct, Alcohol & Other Drugs policies, and/or other University policies.
- c. Funding for the position becomes unavailable.

*DISCLAIMER: This is not an exhaustive list of all responsibilities requirements and skills.
Employees are required to perform tasks assigned by supervisors and management
reserves the right to revise the job or to require that other or different tasks be performed
when circumstances change.*

RU Classification: PROS, Level 3, Step 1
Rowan University is an Equal Opportunity Employer.