Returning PROS
2019 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 and a cover letter as part of the application process)
- Interview scheduled via Sign-Up Genius link within application:

| Date | Time |

Conditions of employment:

Qualifications: Returning 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. Returning PROS should have received greater than “meets expectations” reviews in all PROS evaluation criterion and be able to assume advanced leadership roles & 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, such as being a PROS member, is required.

Time commitment: Returning PROS are required to attend all training sessions and staff meetings. Returning PROS may not have other time commitments during summer orientation programs. Advance approval is necessary to enroll in summer term classes that do 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.

Contract: Each Returning PROS member will be required to sign a new 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 live in the assigned residence hall during freshman 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 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 Returning PROS ranges from $8.75 to $9.25 per hour depending on job history and performance. Returning PROS earn approximately $225 per week during the summer orientation (June 10th – August 2nd). Returning PROS have the opportunity to earn up to $3200 over the duration of their yearlong contract.

PROS also receive more than $1,400 in meals and a $1,620 summer housing waiver. Housing is provided from June 10 to August 2, 2019, and board is provided only during orientation programming. Total non-salary compensation (staff development, uniforms, etc.) totals over $2,250. Understanding of student and team development, experience planning student service programs and working in a community living & team setting will be gained, along with the satisfaction of representing Rowan University.

Housing options:
For commuting students:
Students may commute until Monday, June 10th. 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 10th – August 2nd.

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 10th and after August 2nd 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 2018 rates ranged from $20-30 per day depending on building preference.

- Orientation program only housing: Housing will be provided in assigned orientation residence halls Monday, June 10th – Friday, August 2nd. 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 10th – August 2nd.

Application process:
Applications, including a current résumé and a cover letter, must be submitted online via ProLink no later than 11:45 p.m. on Monday, November 12, 2018.

The individual interview focuses on the candidate’s interests and experiences at the University and qualifications relating to the position. Staffing decisions will be made by December 5, 2018.
Orientation & Student Leadership Programs
Returning Peer Referral and Orientation Staff
Job Description

Returning 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. All Returning 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. Returning PROS are expected to mentor new staff and take a more active role in staff training and implementing program assignments. In all activities, Returning 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. Returning PROS will mentor new staff members and assist as needed with training workshops.
   b. Facilitate orientation programming for students and/or parents & family members as assigned. Groups may include first-year and/or transfer students.
   c. Assist assigned professional staff member(s) in planning, executing, and evaluating specific portions of the orientation programs, including Parent & Family Orientation.
   d. Prepare for orientation sessions by: attending training and planning meetings, stuffing folders, preparing door tags, setting up facilities, decorating floor bulletin boards, etc.
   e. Conduct check-in, hold information sessions, escort participants to programs, and facilitate evening activities during orientation sessions.
   f. Develop a cooperative relationship and facilitate ongoing communication with residence life staff in the orientation hall.
   g. Assist with Welcome Weekend/Start Up Smart programming at the beginning of the fall term.
   h. 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 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.
- Improved verbal communication skills.

Terms and Conditions of Appointment

I. Time Commitment
   a. The PROS position is a part-time student employee position. Returning 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 Weekend/Start-Up Smart 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 Affairs 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 freshman orientation sessions.
   d. PROS must assist with Welcome Weekend/Start Up Smart 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 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 must maintain good academic and judicial standing throughout employment.

III. Remuneration
   a. Each staff member will be awarded a specific pay rate based on past work history and job performance listed on the official employment agreement prior to accepting the Returning PROS position.
   b. Returning PROS are paid at the hourly rate of $8.75-$9.25 per hour (maximum of 20 hours per week in the fall & spring terms, 25 hours per week in summer).
   c. Free or reduced rate housing options are available in the summer term. Meals are provided only during new student/parent & family 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:
d. Failure of a staff member to carry out responsibilities and/or terms and conditions of his/her 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.

e. On-campus or off-campus conduct deemed inappropriate for a University staff member, which includes violations of Division of Student Life policies and procedures, Student Code of Conduct, Alcohol & Other Drugs policies, and/or other University policies.

f. 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, 2, or 3
Rowan University is an Equal Opportunity Employer.
Orientation & Student Leadership Programs
Returning Peer Referral and Orientation Staff
Event Lead Positions

Returning Peer Referral and Orientation Staff (PROS) have the opportunity to be selected for an Event Lead position for the duration of the summer orientation program. Event Leads will be trained on their specific piece of the orientation program during June training. Event Leads will be responsible for the logistics and the staff during their program. They will also serve as the point of contact for professional staff, PROS, and other campus partners. Two PROS will hold each Event Lead position and will rotate responsibility for the program when they are assigned to that program rotation, i.e. Student Team, Programming Team, and Parent & Family Team.

Event Lead Position Descriptions

1. Student Check-In & Showcase Lead
   a. Assist with morning check-in at Pfeeger for all transfer sessions or at Holly Pointe Commons for all freshman sessions; ensure that all check-in staff are knowledgeable about the check-in process; serve as the point of contact for check-in in the morning
   b. Assist with the management of Showcase for both students and families; serve as the point of contact for PROS and for the departments at Showcase; assist students or families with any questions they have about departments not present at Showcase

2. Showcase Set-Up & Take-Down Lead
   a. Assist Graduate Coordinator for Orientation with all aspects of the Showcase set-up including setting up tables & chairs, assembling sign holders & bases, assigning & distributing departmental signs, and pacing table cloths on tables; assign and manage PROS who are assigned to help with set-up; answer departmental representatives’ questions about Showcase when they come to set-up their tables
   b. Assist Graduate Coordinator for Orientation with all aspects of the Showcase take-down including folding table cloths, taking down departmental signs, disassembling sign holders & bases, and putting away all tables & chairs; assign and manage PROS who are assigned to help with take-down; make sure all materials are stored neatly in designated storage space; leave space clean

3. Veterans Breakfast, Lockout Assistance, & Advising Dismissal Lead
   a. Assist with the Veterans Breakfast on Transfer Orientation program days by running check-in & distributing nametags, greeting veteran students & their families, and walking everyone over to Pfeeger; serve as the point of contact for the professional staff and for the Coordinator of Veterans Affairs
   b. Assist graduate students on call with any lockout situations in Holly Pointe Commons; be available to assist as needed with any situations involving campus housing policies; maintain privacy of students and only use the master key appropriately
   c. Assist Assistant Director to dismiss both transfer and freshmen students to their advising locations; escort any students left behind to the correct location

4. STEP UP Presentation & Late Night at the Rec Lead
   a. Assist professional staff with the delivery of the STEP UP presentation, specifically the section on Embrace the Rowan Spirit & Participate
   b. Assist graduate student on duty with Late Night at the Rec; assign and manage PROS who stationed at the Rec Center; check on the various areas in the Rec & engage with students; assist with the clearing out of students at the end of the night

5. Street Greet & Group Dismissal/Group Time Lead
a. Assist PROS in the morning with street greet positions; check on PROS to make sure they are standing at the correct locations; pay specific attention to the PROS in the parking lots to ensure a safe flow of traffic into the lots and safe flow of people from the lots to HPC
b. Assist Assistant Director with the dismissal of students to their PROS groups; float around group time to ensure that PROS are utilizing Group Time to make connections and disburse information to their students; assist PROS with large or difficult groups
6. Leadership Rowan & ID Card Distribution Lead
   a. Assist Leadership Rowan staff during the nighttime presentation; usher students into seats in the Ballroom; hand out any necessary materials; assist with mic running; assist with giveaway distribution
   b. On day 2, assist the Info Desk staff with the distribution of ID cards; manage lines; answer questions; maintain a high level of customer service for students and guests leaving campus
7. Wake-Up & Induction Lead
   a. Lead the PROS in wake-up; make sure all PROS assigned to wake-up are present; manage the wake-up process & assist in getting students to the dining hall for breakfast; ensure that PROS are acting appropriately in their wake-up methods
   b. Assist with the set-up of Induction; check PROS in once they arrive with their t-shirts; contact PROS who have not shown up; assist sweeping students and families out of the dining hall to the HPC courtyard
8. Parent & Family Presentations & Family Table Lead
   a. Assist with Parent & Family Orientation presentations; assign PROS to run the mics; assist with ushering and seating
   b. Assist with the management of the Parent & Family table outside of the Ballroom; be available to answer family questions; serve as the point of contact for presenters when they arrive
9. Parent & Family Check-In, Dismissal, & Escorting Lead
   a. Assist with Parent & Family check-in
   b. Assist with any dismissals from locations; assign PROS to make dismissal announcements; assign and manage PROS during the escorting process; ensure that Parent & Family signs are in the proper locations; assign a PROS member to be the last person to leave each location to wait for any late departing families or families who are waiting for the golf cart