



Office of Orientation and  
Student Leadership Programs

## Returning PROS 2021 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)

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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. 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.
- 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 \$11.70–\$12.20 depending on job history and performance. Returning PROS earn approximately \$250 a week during the summer orientation (June 1<sup>st</sup>–July 31<sup>st</sup>). Returning PROS have the opportunity to earn over \$2000 over the duration of their contract.

PROS also receive more than \$1,000 in meals and a \$1,700 summer housing waiver. Housing is provided from June 1 to July 31, 2021, and board is provided only during orientation programming. Total non-salary compensation (staff development, uniforms, etc.) totals over \$2,000. 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 for PROS responsibilities.

#### **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 1<sup>st</sup> and after July 31<sup>st</sup> 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 2019 rates ranged from \$21-31 per day depending on building preference.
  - Orientation program only housing: Housing will be provided in assigned orientation residence halls Tuesday, June 1<sup>st</sup> – Friday, July 31<sup>st</sup>.
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### **Application process:**

Applications, including a current résumé, must be submitted online via ProfLink no later than 11:45 p.m. on Sunday, April 4<sup>th</sup>, 2021.



## Orientation & Student Leadership Programs Returning Peer Referral and Orientation Staff Job Description

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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.

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### Job Responsibilities

- I. Student Engagement
    - a. 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.
    - b. 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.
    - c. 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, and escort participants to programs.
    - f. Assist with Welcome Weekend programming at the beginning of the fall term.
    - g. 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 OSPLP staff.
    - b. PROS are required to submit an end of orientation evaluative report.
    - c. Complete evaluations following fall term programming.
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### 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.
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## 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 approximately 25 hours per week during the summer orientation period and Welcome Weekend program.
- b. PROS are required to attend all training sessions, staff and supervisory meetings, and post-session debriefings. Including:
  - i. Friday afternoon training during the spring term
  - ii. joint PROS/RA and/or Division of Student Affairs training sessions (as scheduled)
  - iii. all-day pre-program training sessions
  - iv. 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 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 \$11.70-\$12.20 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.