



Job Title: Regent Experience Guide (Reggie); Formally Welcome Week Leader

Department: Office of Student Life

Reports To: Director of Career Services and First Year Programs

Summary:

Regent Experience Guides act as leaders to freshmen as they embark on their Regent Experience at Rockford University. Through their multilayered involvement in Freshmen Orientation, Freshman Seminar, and the spring mentorship program, Reggies assist and mentor new students. The goals of this peer mentoring program is to provide new students with academic/social support through enhanced college experiences and Regent Experience Guides with a variety of educational experiences that augment their leadership, communication, and interpersonal skills. Reggies will assist with students' transition to college life by supplementing student needs through programming, providing referrals to available support services, and facilitating mentor-mentee relationships through regular communication and participation during Freshman Orientation, Freshman Seminar, and the spring mentorship program.

Regent Experience Guides must be able to participate in the following dates:

- Freshman Orientation Training (one week prior to the start of school)
- Freshman Move-In/Orientation (the weekend prior to the start of school)
- Freshman Retreat (the 2-3 days leading up to the start of school)
- **Be able to attend assigned First-Year Seminar in Fall 2021 (MWF, 9:00-9:50 am)**
 - **Please confirm with your advisor whether or not you may have a conflict during this time prior to your application submission.**

Essential Duties and Responsibilities: Freshman Orientation (Fall 2021)

- Attend and actively participate in all scheduled Freshman Orientation meetings and trainings.
- Coordinate activities and sessions with your assigned faculty advisor and co-Reggie both before and during Freshman Orientation.
- Attend all Freshman Orientation programs and activities.
- Perform duties as assigned by the Freshman Orientation Team or the Director of First Year Programs during training and orientation.
- Participate, encourage, and involve students in all Orientation activities.
- Work with faculty, staff and students with diverse backgrounds including academic, socioeconomic, cultural, sexual orientation, and disabilities.
- Serve as a positive role model to students by having a positive attitude, helping others, and following all Rockford University policies/procedures.

Essential Duties and Responsibilities: Freshman Seminar (Fall 2021); 4-5 hours/week

- Attend and actively participate in all scheduled Freshman Seminar meetings and trainings.
- Attend one-on-one and group meetings with your supervisor.
- Work directly with your assigned faculty advisor and co-Reggie to enrich your freshmen's Freshman Seminar experience.
- Attend all Freshman Seminar classes taught by your assigned faculty advisor in the fall semester.
- Lead and co-lead segments of your Freshman Seminar.
- Develop and maintain good rapport with each student.
- Actively support and encourage participation in Rockford University events.
- Enact strong enthusiasm, support, and commitment to helping new students adjust to college life.
- Work with faculty, staff and students with diverse backgrounds including academic, socioeconomic, cultural, sexual orientation, and disabilities.
- Keep your supervisor informed of activities, problems, concerns, and attitudes of your Freshman Seminar students.

Essential Duties and Responsibilities: Mentorship (Spring 2022); 2-3 hours/week

- Attend and actively participate in all scheduled mentorship meetings and trainings.
- Attend one-on-one and group meetings with your supervisor.
- Meet with your mentees within both one-on-one and group settings.
- Create mentorship programming in conjunction with your supervisor and co-Reggie.
- Discuss, set, and work towards accomplishing mentee college and life goals.
- Actively support and encourage participation in Rockford University events.
- Be familiar with all campus and community resources to assist mentees with problems.
- Be available and responsive to students' concerns, questions, and anxieties.
- Assist students in utilizing university and community resources, particularly when advisement and/or counseling seems necessary.
- When applicable, assist Admissions in engaging with newly admitted students during Visit Days and Admitted Student Day.
- Maintain professional integrity, privacy, respect, and sensitivity in mentoring all mentees.
- Work with faculty, staff and students with diverse backgrounds including academic, socioeconomic, cultural, sexual orientation, and disabilities.
- Keep your supervisor informed of activities, problems, concerns, and attitudes of your mentees.

Benefits:

- Stipend: \$2,000.00 (dispersed evenly every two weeks from Fall 2021 – Spring 2022)

Qualifications:

- Minimum 2.5 cumulative GPA and in good disciplinary standing with the college
- Positive, responsible self-starter; must be able to take initiative and be comfortable working both as an individual and as part of a team.
- Strong verbal and written communication skills, including public speaking.
- Excellent interpersonal skills.
- Strong time management and problem solving skills.
- Strong enthusiasm and commitment to helping new students adjust to RU.
- Ability to communicate with peers and maintain professional relationships at all organizational levels.

Any exceptions will be made by the Director of First Year Programs on a case-by-case basis.

Physical Demands:

The physical and mental demands of this position are representative of those that must be met by an employee to successfully perform the essential job functions. While performing the duties of this job, employee is regularly required to talk, hear, and use hands to handle objects, tools, or controls. The employee frequently is required to sit and reach with hands and arms. The employee is frequently required to stand, walk, stoop, and kneel. The incumbent may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

Employees work in a professional environment that is highly visible to members and the college community. Normal office conditions prevail. Office work is performed primarily indoors, with some outdoor events. Ability to be available at times outside normal working hours for meetings and events is a must.