

The MCC L.I.O.N.S., *Leaders Impacting our New Students*, play an important and meaningful role in the transition process of our new students. They have the front-line responsibility of welcoming new MCC students to the College, and are an important part of making orientation and the transition to college exciting and enjoyable. The MCC L.I.O.N.S. staff is made up of Orientation Student Leaders and First Year Mentors.

Questions about the positions or application process, should be directed towards:

- Megan Scanlan at (815) 455-8772 or mscanlan@mchenry.edu

Application Instructions

All candidates are required to submit an application, along with an updated resume and two professional references. Completed applications are to be submitted to the Student Success Center in A247. Applications are accepted until Wednesday, March 18, 2020.

Position Descriptions

Orientation Student Leader

- Facilitate and participate in the Orientation Programs: Summer/Fall New-Student Orientations, Summer/Fall Parent Orientations, Adult Student Welcome, Opening Day, Welcome Event for Spring Students
- Execute preparation for all New-Student Orientation Programs. Including, but not limited to: phone calls, data entry, organization of materials, marketing of events
- Guide students through orientation activities and lead students on campus tours
- Become familiar with MCC degree and course information, campus resources, and assist students during registration
- Serve as a role model and representative of MCC and set a positive example for new students
- Follow all college policies and maintain the highest standards of professionalism and respect

First Year Mentor

- Serve as an Orientation Student Leader throughout Orientation Programs (see Orientation Student Leader description for responsibilities)
- Attend and participate in all assigned classes scheduled for the MCC101 course throughout the academic year
- Provide small group leadership and build relationships with approximately 25 first year students who are part of the MCC101 course
- Work cooperatively with the assigned MCC101 instructor
- Engaging in weekly communication with mentees, providing information on campus events, resources, and important information

Time Commitment

Orientation Student Leader

- ***OSL is an orientation commitment only:*** Work will take place from April to August and from November to January at approximately 10 hours per week
- Participation in a combination of Orientation Programs, NSO Labs, student office hours, and staff meetings
- Summer: There will be 6 New-Student Orientations & 4 Parent Orientations running May-August
- Fall: There will be New-Student Orientations and Parent Orientations running November-January (dates yet to be determined)
- Attendance and participation in all MCC L.I.O.N.S. trainings

First Year Mentor

- **FYM is a year long commitment:** Work will take place starting April and continue through the next school year at approximately 10 hours per week
- Participation in a combination of Orientation Programs, assigned MCC101 classes, office hours, Student Success Center Events and staff meetings
- Summer: There will be 6 New-Student Orientations, 4 Parent Orientations running May-August, and 1-2 MCC101 classes running May-July
- Fall and Spring: There will be New-Student Orientations and Parent Orientations running November-January (dates yet to be determined) and 1-3 MCC101 classes assigned August-May
- Attendance and participation in all MCC L.I.O.N.S. trainings

Qualifications

- Currently enrolled at MCC for Spring or Summer and returning for the Fall 2020 semester
- Good Academic standing with a minimum of 2.5 GPA
- Completion of MCC101 with a B or higher (*First Year Mentor position only*)
- Minimum of one semester completed at MCC or in progress at the time of application
- Leadership and/or involvement experience (MCC or community activities)
- Knowledge and positive attitude of MCC
- Must be available to work at approximately 10 hours per week throughout position term

Benefits

- Paid Hourly (Illinois minimum wage)
- Develop professional relationships with peers, faculty, staff and students
- Gain leadership experience valuable for career marketability and resume building
- Get MCC L.I.O.N.S. Gear including T-shirts and lanyards
- Letters of recommendation upon successful completion
- Budget of \$50 for MCC101 group activities (*First Year Mentor position only*)

Interview

- Chosen applicants are required to interview with the selection committee
- Once your application is received, applicants will be contacted to set up an interview
- Interviews will last approximately 30 minutes

Timeline

Wednesday, March 18th: Applications Due

Monday, March 30 – Friday, April 10: Interviews

Monday, April 13: Applicants notified of decision

Friday, April 24 & Friday, May 1: MCC L.I.O.N.S. Training

Summer Orientation Dates:

MCC L.I.O.N.S. are required to work all 6 New-Student Orientations and at least 1 Parent Orientation.

New-Student Orientation Dates

- Friday, May 8
- Thursday, June 4
- Wednesday, June 24
- Tuesday, July 7
- Thursday, July 23
- Wednesday, August 5

Parent Orientation Dates

- May
- June
- July
- August

MCC L.I.O.N.S. Application

Name _____ Student ID _____

Address _____

Email _____ Phone # _____

of Semesters at MCC _____ Current GPA _____

Which is your preferred MCC L.I.O.N.S. Position (choose 1)?

Orientation Student Leader (OSL)

First Year Mentor (FYM)

On a separate sheet of paper, please answer/describe the following:

1. Please list and describe your involvement in any student activities/employment, community service or volunteer experiences.
2. Why are you interested in being a part of the MCC L.I.O.N.S. staff and what qualities do you possess that make you a qualified candidate?
3. Please describe 2-3 transitional issues you believe new students face and what you would recommend to help ease these transitions.

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Over →

REFERENCES

Please list the names and phone numbers of two individuals who can speak of your skills, abilities and experiences. These references must be non-relative (boss, co-worker, volunteer), and one must be an MCC staff or faculty member. Please make sure you choose individuals who know you well, and please let your references know that they may be contacted regarding your application for this position.

Name _____ Phone _____

Relationship to application _____

Name _____ Phone _____

Relationship to application _____

Interview Process

Once your application is reviewed, you will be contacted if you are selected for an interview. Interviews are required of all selected applicants. Interviews will take place Monday, March 30 – Friday, April 10 and will be 30 minutes in length.

As an applicant for the MCC L.I.O.N.S. staff, I have read the content of this application and I verify that all information contained within this document is accurate to the best of my knowledge. I understand that incorrect or misleading information may be grounds for dismissal if I am selected to serve on the MCC L.I.O.N.S. staff. Additionally, I give my permission for the hiring committee to check my academic and judicial records to determine my eligibility.

Applicant Name (Printed) _____

Applicant Signature _____ Date _____

Application Deadline Information

Applications, references, and a resume are due Wednesday, March 18th by 4:30pm to the Student Success Center in A247 or can be submitted via emailed to:

- Megan Scanlan at mscanlan@mchenry.edu