

Preview Guide - Position Description

Employed by the Office of New Student & Leadership Programs, and receiving guidance from the Preview Guide Coordinators, Preview Guides serve as peer mentors and role models for incoming students at the University of Mount Union, supporting their transition to college life.

During summer Preview sessions, their primary responsibility is to build positive relationships and introduce new students to the Mount Union community—helping them become familiar with campus culture, resources, and opportunities. Preview Guides are enthusiastic representatives of the university who are dedicated to helping new students feel welcomed and connected. Through meaningful interactions, they help students form relationships with faculty, staff, and peers, fostering a sense of belonging that encourages personal, intellectual, and social growth.

Preview Guide Responsibilities:

Preview

- Program Development: Assist in the development, execution, and assessment of summer Preview programs.
- Facilitate Group Connection: Lead a group of incoming students and their families through the summer Preview experience, reaffirming their decision to attend the University of Mount Union.
- Serve as a Liaison: Act as a bridge between new students, families, and University faculty and staff, ensuring clear communication and immediate access to support.
- Provide Resources: Serve as a knowledgeable campus resource for academic departments and co-curricular activities.
- Foster Connection & Belonging: Establish a sense of belonging and promote institutional pride through the encouragement of participation in academic programs, student organizations, and community opportunities.
- Communication: Maintain communication with incoming students throughout the semester to provide guidance, share important updates, and reinforce their connection to Mount Union.
- Logistical Support: Assist professional staff with the setup, execution, and teardown of all programming.
- Other duties as assigned.

Leadership

- Exemplify Core Values: Serve as an exemplary role model and mentor, consistently upholding Mount Union's core values of Belonging, Excellence, and Integrity in daily work, communications, and actions.
- Collaborate: Establish and maintain positive, constructive working relationships with fellow Preview Guides, university staff, and faculty.
- Maintain Professional Standards: Demonstrate professionalism, punctuality, maturity, and a positive attitude.
- Protect Confidentiality: Maintain confidentiality to uphold FERPA and institutional guidelines.
- Team Commitment: Attend all required staff meetings and trainings and willingly assume responsibility for assigned tasks and position expectations.

Qualifications:

- Must be a full-time enrolled undergraduate student at the university.
- Maintain a minimum semester and a cumulative GPA of 2.5.
- Remain in good academic and disciplinary standing with the University.
- Demonstrate active involvement on campus (i.e., extracurricular activities, athletics, student organizations, etc.).
- Strong interpersonal and communication skills are important.
- Enthusiasm for helping others succeed.
- Use appropriate and inclusive language that promotes an environment of respect for all community members.
- Hold a positive and enthusiastic view of the University of Mount Union

Compensation & Benefits:

Those hired for the position will receive the following:

- Extensive leadership training and opportunities for personal growth
- Official Preview uniform - nametag, UMU shirt, etc.
- Room and meals during all Preview Sessions
- A stipend of \$100 per Preview date worked.

Terms of Employment:

Eligibility for the position is contingent upon the following:

- Attendance at all training dates and required meetings.
- Fulfillment of job requirements during the spring semester.
- Fulfillment of job requirements at summer Preview sessions (dates below).
- Uphold community standards and abide by the Student Code of Conduct as outlined in the [Student Handbook](#).
- Represent the Office of Student Affairs and the University of Mount Union appropriately.

2026 Important Dates:

- Meet the Staff Spring Kick-off: Monday, March 2, 2026, 7:30 pm.
- Tentative spring training dates. *(subject to change)
 - March 22 1-4pm
 - March 27 5-8pm
 - April 12 1-4pm
 - April 24-25 (overnight)
- Day 00, Day 0, Preview 1 & 2: Tuesday, June 9 - Friday, June 12
- Day 0, Preview 3 & 4: Thursday, July 16 – Saturday, July 18
- Day 0, Preview 5: Sunday, August 9 – Monday, August 10
- Preview 6: Thursday, August 20

**Training is a required component of employment. Inability to participate in scheduled sessions will result in removal from consideration or termination of the position offer.*