The Center for the First-Year Experience supports the career development of student employees. This job description is written to indicate skills that can be gained in this position based on the top 19 skills sought by employers (as indicated in the NACE Job Outlook 2016 survey).

Position Description:
This position works to assist in the implementation of Student Orientation, Advising, and Registration (SOAR) through the Student and Guest programs, providing the best possible experience for new students and their guests. Four SOAR Programming interns will be selected, and will work collaboratively to complete the responsibilities below:

Supervision and Community Building
Skills learned: leadership, ability to work in a team, creativity, communication skills (verbal and written), interpersonal skills, initiative
- Assist in the recruitment and selection of New Student Leaders (NSLs), who are undergraduate students who help facilitate the SOAR Program.
- Support the Coordinator of Orientation – Programming in supervising NSLs
- Observe and provide feedback to NSLs on their facilitation skills in the Student Evening Program - Small Group
- Coordinate the NSLs work schedule for the summer
- Integrate creative energizers, traditions, and activities to build community amongst the staff

Training and Presentation
Skills learned: communication skills (verbal and written), problem-solving, leadership, ability to work in a team, flexibility/adaptability, organizational ability
- Develop 3 training sessions in the spring semester and a 2-week long training schedule in the summer for NSLs
- Design the content for the freshmen SOAR Student Evening Program and Student Life Session
- Present and facilitate the SOAR Student Evening Program and Student Life Session to over 6,000 new students
- Assist in presenting the SOAR Welcome and introduce speakers to over 14,000 new students and their guests
- Communicate with campus partners to develop trainings and the speaker schedule

SOAR Program and Wisconsin Welcome Support & Logistics
Skills learned: ability to work in a team, communication skills (verbal and written), problem-solving skills, strong work ethic, strategic planning skills, computer skills
- Support daily logistics of the SOAR program to ensure a seamless experience for campus partners, students, and guests
- Provide customer service and accurate information to new students and guests
- Manage technology for the SOAR program
- Support the organization of Wisconsin Welcome events, including planning for the Night at the Overture
- Meet regularly with the Coordinator of Orientation - Programming, as well as other CFYE interns to assist in the development of the SOAR program

Qualifications and Requirements:
- Full-time undergraduate-student status for the spring semester. Graduating seniors should contact the position supervisor prior to submitting an application.
- Strong work ethic and leadership initiative
- Must have flexibility/adaptability
- Must demonstrate exceptional oral and written communication skills
- Must have strong organizational skills and attention to detail.
- Must be able to work independently and in a team oriented setting
- Must be able to interact professionally with campus staff
- Desire to participate in public speaking
- Minimum 3.2 GPA at the start of the fall term. If your GPA is below 3.2, please include a statement of explanation in your application
- Experience working with first-year and/or transfer students in either a classroom or co-curricular setting preferred
- Be available to work on all of the dates listed in the “Important Dates and Time Commitment Requirements” section of the application
- Summer classes, second jobs, or other major commitments cannot conflict with summer staffing dates and must be disclosed and approved by the supervisor prior to accepting the employment offer.
- A familiarity with CFYE and/or SOAR is a plus!

**Compensation:** CFYE Interns are paid at a rate of $12.50 per hour. Interns also receive two CFYE/SOAR polos. Dinner will be provided for every Freshman SOAR session and lunch will be included in every Transfer SOAR session in which you work.

**Supervisor:** Coordinator of Orientation – Programming, TBD

**Position Hours:**
- Fall 2017: 5-10 hrs total
- Spring 2018: 10-15 hrs per week
- Summer 2018: 40 hrs per week
- September 2017: 5-10 hrs total (optional)

**Important Dates and Time Commitment Requirements:**
- Week of December 11, 2017 (3 hour introductory meeting)
- January 12, 2018 (Intern Training)
- January 17-19, 2018 (January SOAR)
- February 24, 2018 (NSL Selection)
- March 17, 2018 (spring training)
- March 23-25, 2018 (NODA Regional Conference)
- April 7, 2018 (spring training)
- April 28, 2018 (spring training)
- May 24-25, 2018 (Overnight Retreat – Bethel Horizons)
- May 29 – June 7, 2018 (summer training)
- August 31, 2018 (Night at Overture)
- September 4, 2018 (New Student Convocation)

**To apply:**
Please send a résumé and cover letter to the Center for First-Year Experience through the appropriate link: [https://register.soar.wisc.edu/register/student/job/](https://register.soar.wisc.edu/register/student/job/)

The application will require you to submit a résumé, cover letter, and contact information for two references. Applications are due by Noon (12:00 PM) on November 6, 2017. The cover letter should address why you are interested in this position and what skills you would bring to the Center for the First-Year Experience.

*If you need help with your résumé or with drafting a cover letter, we strongly recommend contacting the Writing Center or your school/college career office. These offices are an excellent resource to help you get started or to refine your existing materials.

Writing Center: [http://www.writing.wisc.edu/](http://www.writing.wisc.edu/)
Career Office: [http://www.ccas.wisc.edu/careerexplorationcenter/other-campus-resources.htm](http://www.ccas.wisc.edu/careerexplorationcenter/other-campus-resources.htm)