2018 New Student Leader

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 of New Student Leader (NSL) can reward you with experiences and skills that will enhance your career and personal development. Each NSL plays a critical role in the success of the University of Wisconsin-Madison’s First Year Experience, including Student Orientation, Advising, and Registration (SOAR) and Wisconsin Welcome.

Welcome new students, parents and guests to SOAR
Skills learned: leadership, communication (verbal), initiative, ability to work on a team, interpersonal skills
  - Welcome new students and guests for SOAR registration
  - Provide excellent customer service to students, guests, and campus partners
  - Create an inclusive and fun environment for the student and guest program
  - Support daily logistics of the SOAR program to ensure a seamless experience for campus partners, students, and guests
  - Assist in planning and staffing the Wisconsin Welcome events, including Convocation and Night at the Overture

Student Program
Skills learned: leadership, communication (verbal and written), interpersonal skills, problem solving skills, creativity
  - Support the Programming Intern throughout the Student Evening Program for Freshman SOAR
  - Lead small group discussion with new students on UW-Madison’s academic and social culture
  - Engage with new students through social evening programs
  - Support the Programming Intern through the Student Life sessions for Freshman SOAR

Parent/Guest Program
Skills learned: communication, ability to work on a team, problem solving skills, initiative, flexibility, interpersonal skills, organizational ability
  - Be accessible to parents/guests throughout the sessions by answering questions
  - Support the presenters of the Parent/Guest sessions by timing presentations, answering questions, and sharing your student experience during the presentation
  - Lead small group discussion with guests to discuss campus resources and address any concerns

Qualifications and Requirements:
  - Must be an ambassador of the university to new students and families
  - Strong work ethic and ability to work with a diverse team
  - Must communicate professionally and effectively
  - Must have ability to take initiative and commit to a rigorous schedule
  - Be willing to learn and be a resource of campus information
  - Demonstrate understanding social justice and diversity
  - Comfortable with public speaking
  - Experience working with first-year and/or transfer students in either a classroom or co-curricular setting preferred
• Must 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.
• Minimum 3.0 GPA at the start of the fall term. If your GPA is below 3.0, please include a statement of explanation in your application

**Compensation:** New Student Leaders are paid at a rate of $10.50 per hour. NSLs will also receive two SOAR polos and one track jacket. 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 at CFYE.

**Position Hours:**
Spring 2018: 8 hrs per training day
Summer 2018: 38-40 hrs per week
September 2018: 5-10 hrs total (optional)

**Important Dates and Time Commitment Requirements:**
March 17, 2018 (Spring Training 1)
April 7, 2018 (Spring Training 2)
May 24-25, 2018 (Bethel Team-building Retreat)
May 28 – June 1, 2018 (tentative dates for Summer Training)
June 4 – August 10, 2018 (Summer SOAR)*
August 31, 2018: Night at the Overture
September 4, 2018: New Student Convocation
* There is no work on weekends, and the week of July 2nd and week of August 14th

**Application Process:** Please send a résumé and cover letter to Chris Verhaege through the appropriate link: [https://soar.wisc.edu/register/Student/job/](https://soar.wisc.edu/register/Student/job/). The application will require you to submit a resume, cover letter, and contact information for two references. Applications are due by noon on Friday, December 15, 2017. The cover letter should address why you are interested in the New Student Leader position and what skills you would bring to the Center for the First-Year Experience.

All information regarding the status of your application will be communicated via email. Selected candidates will be invited in the first week of January to a group interview taking place the week of January 4, 2018.

*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 resources 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)