SOAR 2019 Orientation Assistant

An OA is part of a student-staff team who works for the Student Orientation, Advising, and Registration (SOAR) program. SOAR welcomes more than 16,000 students and family members over more than 40 SOAR summer sessions. OAs are the “stage managers” that make SOAR run smoothly by:

- Expertly communicating with students and families prior to their arrival at SOAR via the SOAR information line, e-mail, and printed materials. This also includes assisting students and families with making reservations in the SOAR database.
- Being the first face they see when they arrive at SOAR check-in.
- Collaborating with your OA team to run the summer SOAR office, including preparing for check-in at multiple locations, supporting the daily operations of the SOAR program, answering in-person questions, etc.
- Supporting CFYE initiatives throughout the academic year
- Collaborating with more than 40 student and professional staff that work with SOAR in CFYE
- Being adaptable and willing to step in whenever needed!

Qualities of a Rockstar OA

- Enrolled as a UW student for spring 2019; graduating seniors should contact supervisor for permission to apply
- Maintains a minimum 2.75 cumulative GPA at the time of application and throughout employment (see application section for more info)
- Sense of humor and knows how to balance work and fun
- Ability to communicate professionally (in-person and via email)
- Self-starter who isn’t afraid to use resources, ask questions, think ahead, and lift a few boxes*
- Maintains an “all in” commitment to creating an inclusive environment for all people
- Focus on teamwork—being an OA is not about solo celebrity status; it’s more like joining a band!
- Problem solver who is skilled at prioritizing tasks and paying attention to details
- Can roll with change, is willing to learn, and can make decisions on their own

*CFYE is an equal opportunity employer; all qualified individuals should apply.

Position benefits

- Opportunities for advancement & year-round employment
- Extensive training and professional development opportunities
- Fast-paced, engaging, supportive, and FUN environment full of regular new challenges
- Develop extensive skills in professional communication, problem solving, customer service, and much more!
- Work alongside a small team of OAs and more than 25 additional student and professional staff members who are dedicated to welcoming new Badgers
- Gain knowledge and expertise on a wide range of campus resources
- Position fulfills many UW-Madison Leadership Certificate involvement requirements
- Pay rate of $10.50/hour
- Enjoy summer in Madison!
Important Dates/ Time Commitment
OAs must be available to work on the dates listed below. Contact the supervisor if you have questions or concerns about working all listed dates.

Spring
OAs are required to attend two spring trainings prior to the start of their employment.

- Training on Saturday, March 9, 2019 (daytime)
- Training on Saturday, March 30, 2019 (daytime)

Hours in CFYE will begin the week of April 8th: approximately 7 hrs/week during spring semester.

Summer
Week of May 20-September 3, 2019: Must be available 30+ hours per week. Classes, second jobs, or other major commitments cannot conflict with summer staffing times (Monday through Friday, 7:00 a.m. to 7:00 p.m.). Conflicts must be disclosed and approved by the position supervisor prior to accepting an employment offer. OAs will also be required to work 2-3 Sunday shifts (12:00 p.m. to 4:00 p.m.) throughout the summer.

Fall 2019 & Spring 2020 (optional)
Eligible to continue working during semesters for 5-10 hours per week, given positive summer performance review. OAs are not guaranteed employment after summer, and academic-year hours are not a requirement for the summer position.

To Apply
There are three components to the selection process:

1. Complete the online application at go.wisc.edu/cfyejobs by midnight on January 25th.
   - You will need a cover letter and resume completed to apply.
   - If you have a GPA lower than 2.75, include a statement of explanation in your cover letter. If you need help creating a cover letter or resume, the UW-Madison Writing Center can assist with this process.
2. Applicants selected during the screening process will be invited to participate in a first-round group interview, taking place the week of February 4, 2019. Selected candidates will be contacted via email for a first-round interview in late January.
3. Selected applicants will be invited to participate in a second-round individual interview by February 16, 2019.

This position will be supervised by CFYE’s Assistant Director for Orientation. Questions about this position should be directed to: Chris Verhaeghe, chris.verhaeghe@wisc.edu.