First-Year Experience Lead Eagle Guides (2)

Division: Student Affairs
Department: Student Life: First-Year Experience
Duration: January – September 2015
Compensation: $1880 – See below for time commitment.

Requirements:
- Previously served as an Eagle Guide or comparable experience
- Remain in good disciplinary status with UW-L
- Registered for Fall 2015 classes at UW-L

Responsibilities:
- Assist with coordination and facilitation of Eagle Guide selection process.
- Plan and facilitate Eagle Guide training in conjunction with other members of the FYE team
- Assist in the facilitation and planning of programming for Freshman Registration and Family Orientation (June 8, 10, 12, 15, 17, 19, 22, 24, 26, 29 (7 of these dates will be finalized)) and implementation of activities during NSO and Welcome Week
- Assistance in the maintenance of social media outlets for NSO throughout summer and NSO
- Work exclusively for FYE during Eagle Guide training and New Student Orientation (August 31-Sept. 7)
- Maintain regular office hours in Student Life: First-Year Experience Office
  - January – May approx. 5 office hours per week
  - June – NSO - Approx. 12 office hours per week – will vary depending upon programming needs, more hours during Summer Registration Program, Eagle Guide training, NSO and Welcome Week
- Attend FYE staff meetings
- Facilitate daily Eagle Guide team meetings during NSO and Welcome Week
- Serve as the facilitator/coordinator of an Eagle Guide team (approx. 25 Eagle Guides)
- Perform other related duties as assigned

Skills:
- Ability to work independently, member of a team, and a team leader
- Group facilitation experience
- Detail and Customer service oriented
- Ability to utilize Google email and calendar, Microsoft Office Suite, social media platforms such as Facebook, Twitter, Instagram, etc.
- Must be able to respect the confidentiality of co-workers, students, faculty, and staff

Attributes:
- Serve as a role model for Eagle Guides and new students.
- Understand the philosophy and mission of New Student Orientation/First-Year Experience and the needs of new students.
- Display enthusiasm.
- Strong oral, written, and technical communication skills.

To apply email your cover letter and resume to fye@uwlax.edu by Friday, November 21, 2015.