First-Year Experience Spring Practicum & Summer 2015 – Eagle Guide Leadership & Development

Division: Student Affairs
Department: Student Life: First-Year Experience
Duration: January – September 2015
Compensation: $4160 – see below for time commitment

Requirements:
- Currently enrolled in a master’s degree program in Student Affairs Administration or Related Field
- Remain in good disciplinary status with UW-L
- Registered for Fall 2015 classes at UW-L

Responsibilities:
- Plan and facilitate Eagle Guide training in conjunction with other members of the FYE team
- Communicate regularly with Eagle Guides in preparation for training and New Student Orientation
- 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) (must be available from 7:45am-4:30pm each of the days)) and implementation of activities during NSO and Welcome Week
- Provide direct leadership and oversight for Lead Eagle Guides (2) and Eagle Guides (50) (training and during Eagle Group activities during NSO)
- Assist in the planning and facilitation of activities during Summer Registration Program, NSO and Welcome Week
- Work exclusively for FYE during Eagle Guide training and New Student Orientation (August 31 – Sept. 7)
- Facilitate weekly Lead Eagle Guide meeting
- Utilize your assigned UW-L Google email and Google calendar to communicate with FYE staff
- Meet weekly with FYE Coordinator
- Attend regularly scheduled staff meetings (approx. 1 per week throughout summer)
- Approx. average of 20 hours per week beginning June 1 – September 7, will vary depending upon programming needs, more hours during Eagle Guide training, NSO and Welcome Week
- Perform other related duties as assigned

Skills:
- Ability to work independently, as a member of a team, and as a team leader
- Detail and customer service oriented
- Ability to use Microsoft Office Suite, Google Apps, and a variety of social media platforms
- 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
- Understand the needs of new students
- Strong oral, written, and technical communication skills

To apply: Email jhartzheiruwlax.edu with your cover letter and resume by November 21, 2014.