First-Year Experience Spring Practicum & Summer 2015 –
Event Management & Logistics/FYE Administration

Division: Student Affairs
Department: Student Life: First-Year Experience
Duration: January - September
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:
• Assist with coordination and facilitation of Eagle Guide selection process
• 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 oversight for Lead Eagle Guides and Eagle Guides during NSO and Welcome Week related events
• Create publications and informational materials as needed
• Oversee the maintenance of social media outlets for NSO throughout summer and NSO
• Assist in the planning and facilitation of activities during NSO and Welcome Week
• Oversight of NSO and Welcome Week related event logistics
  o Coordinate programmatic needs with campus partners
  o Confirm reservations, technical, grounds needs, etc.
• Work exclusively for FYE during Eagle Guide training and New Student Orientation (August 31 – September 7)
• Meet weekly with FYE Coordinator
• Attend weekly FYE Leadership Team Meetings (FYE Coordinator & Graduate Assistants)
• Approx. average of 20 hours per week beginning June 1 - September 7 – will vary depending upon programming needs, more hours during Summer Registration Program, Eagle Guide training, NSO and Welcome Week
• Assist in the planning of Fall Semester FYE activities
• 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 utilize Google email and calendar, Microsoft Office Suite
• 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 jhartzhei@uwlax.edu with your cover letter and resume by November 21, 2014.