



## **Lead Eagle Guide Job Description**

Lead Eagle Guides are Eagle Guides with additional leadership responsibilities. Leads will act as mentors to Eagle Guides, serve as liaisons between New Student and Family Programs and campus partners, provide feedback and plan components of the START and New Student Orientation programs, and recruit and assist in the hiring process for Eagle Guides.

### **Responsibilities**

Lead Eagle Guides will be expected to:

- Assist in the recruitment, selection, and hiring process for Eagle Guides
- Attend regular NSFP staff meetings
- Attend campus meetings as appropriate
- Assist with logistics and planning of START, NSO, and Eagle Guide Training
- Coordinate and lead the training process for Eagle Guides
- Update & maintain social media outlets for NSFP (Instagram/Facebook)
- Participate in an advice column for Eagle Mail summer newsletter
- Host opportunities for Eagle Guides to socialize and connect
- Be willing and enthusiastic about connecting with new students
  - Hospitable, fun, energetic attitude
- Lead small-group sessions for first year and transfer students
- Assist with move-in
- Participate in the creation of various orientation performances, presentations, and evening activities
- Acquaint new students with campus services and activities
- Serve as a resource when students have a concern or problem; be knowledgeable of campus services to provide referrals for students
- Opportunities to lead conversations/activities regarding sense of belonging and identities
- Serve as a foundational member of students' networks by connecting them to academic and co-curricular involvement opportunities
- Be patient, a good listener, and supportive and understanding of the struggles of students in transition
- Perform work both independently and as a member of a team
- Work with all types of new student personalities, so their experience is positive
- Uphold and enforce all aspects of the university conduct code
- Use problem solving skills in a fast paced and exciting environment
- This list is not comprehensive, and Leads will be expected to complete other duties as they are assigned

## **Professional Character of an Eagle Guide**

As an Eagle Guide, you will be working on a professional team in a peer-counseling situation, where your comments are interpreted as University comments and care must be taken to represent all aspects of campus life without personal bias. Eagle Guides serve as role models for the University of Wisconsin – La Crosse. It is essential to the success of NSO that Eagle Guides always work as a team. Additionally, you need to be able to present the university to new students in a non-biased manner no matter how you feel about university departments, staff and faculty, policies, or actions taken by the university.

## **Time Commitment**

- Duration: January 2024 – September 2024
- Spring Semester: As needed
- May/June: Assist in preparing for START program, training, and being present during the following dates
  - Dates: Training: Friday, June 7, 2024
  - START dates – June 10, 12, 13, 14, 17, 18, 20, 21, and 24
    - The 25<sup>th</sup> is a virtual START date
    - Time frame for in-person dates is approximately 7 am to 5 pm
- July and August: as needed
- August/September: 40 hours during Eagle Guide Training and NSO
- Date conflicts must be addressed before employment
- Leads may have additional outside employment during the summer, provided it does not interfere with the delivery of their NSFP Lead Eagle Guide position.

## **Compensation**

- \$11 an hour
- Meals during training and NSO at Whitney Center
  - Please note: If you have a Stryker Classic or Deluxe dining plan, you will use your swipes
- On-campus housing during June (if needed)
- Eagle Guide Apparel

## **Requirements**

- Must be a registered undergraduate student, attending classes Fall 2024
- Good disciplinary status
- Exhibit qualities of a student leader: reliability, responsibility, confidence, flexibility, a positive attitude and strong work ethic, teamwork, strong communication, and interpersonal skills, problem solving and conflict management abilities, and initiative
- Positive attitude and enthusiasm for the University of Wisconsin – La Crosse
- Work effectively with groups and individuals from diverse backgrounds

## **Benefits**

- Campus knowledge and connections with staff and faculty
- Effective leadership and management
- Teamwork and interpersonal communication
- Public speaking and small group facilitation
- Flexibility and adaptability

- Problem solving and critical thinking; keeping composure in fast-paced, challenging situations
- Effective communication and positive customer service

**Questions?**

Please contact New Student and Family Programs at [nsfp@uwlax.edu](mailto:nsfp@uwlax.edu) or 608.785.8055 with any questions regarding the Eagle Guide position.