Lead Eagle Guide Position Description 2022

Duration: January 23 – September 2022

Compensation: $7.75/hour

Requirements:

- Previously served as an Eagle Guide or comparable experience
- Remain in good disciplinary status with UWL
- Registered for Fall 2022 classes at UWL
- Serve as a role model for new students to include abiding by all UWL policies and local/state laws. Lead Eagle Guides are expected to work collaboratively and respectfully with all university personnel and to represent themselves and UWL in an appropriate and respectful manner in all communications and programs (including UWL and personal Facebook, Instagram, Twitter, Snapchat, etc.)

Responsibilities:

- Assist with coordination and facilitation of START and New Student Orientation (NSO) Eagle Guide recruitment and selection process
- Plan and facilitate Eagle Guide (START & NSO) training in conjunction with other members of the New Student and Family Programs (NSFP) team
- Assist in the facilitation and planning of programming for START and implementation of activities during NSO and Welcome Week
- Work exclusively for NSFP during NSO Eagle Guide training and NSO
- Maintain regular presence in Admissions: New Student and Family Programs Office
- January – End of Semester: Approximately 5-8 hours per week with interviews and selection
- May/June – START days (9) (6:30am-4:30pm), additional hours throughout May & June
- July – approximately 20-25 hours
- August/September – 10-20 hours/week leading up to training and NSO, 40 hours during Eagle Guide Training and NSO
- Facilitate daily Eagle Guide team meetings during START, NSO and Welcome Week
- Facilitate large group sessions during START and assist with the daily preparation for START
- Serve as the facilitator and coordinator of an Eagle Guide team (25 Eagle Guides) during NSO
- Perform other related duties as assigned

Skills:

- Possess strong oral, written, and technical communication skills
- Ability to remain calm and problem solve in stressful situations
- Work independently, as a member of a team, and a team leader
- Detail and customer service oriented
- Ability to utilize Office 365 email and calendar, Microsoft Office Suite, and social media platforms
• 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/New Student and Family Programs and the needs of new students
• Exhibit enthusiasm for UW-La Crosse, START, and NSO programs

Benefits:
• Build your resume! Gain significant leadership experience while enhancing your employment marketability and career opportunities!
• Develop professional relationships with faculty, staff, and other students
• Gain skills in effective interpersonal communication, including public speaking and leading discussions

Please apply by February 15, 2022 here: https://uwlax.ca1.qualtrics.com/jfe/form/SV_3l6oyAksrlyBXgO

Questions? Email fye@uwlaus.edu or call 608-785-8055.