

2019 Hawk Squad Position Description



First Year Experience: Transition • Connection • Integration • Development

Hawk Squad Leaders play a vital role in orienting new students and families to UW-Whitewater.

Hawk Squad Responsibilities:

- Facilitate a small group presentation to new students during the orientation and registration programs (Student Orientation, Advising, and Registration).
- Assist with the implementation of all orientation and registration programs (SOAR), fall orientation (Warhawk Welcome), Family Fest, and other FYE programs.
- Monitor new student and family Facebook pages, answering questions and posting information.
- Provide campus tours during Warhawk Premiere programs in the summer.
- Represent UW-Whitewater and the Office of the First Year Experience (FYE) in a professional manner and with a positive attitude.
- Work collaboratively and respectfully with all university personnel at FYE programs (i.e. faculty, staff, administration, etc.).
- Adhere to all campus policies and state/federal laws. Failure to abide by University policies and/or state law may be cause for removal from the position.
- Serve as a role model to new students and as a campus resource to new students and families during all FYE programs.
- Attend all Hawk Squad meetings and training sessions: 2 day training in January, weekly meetings in spring semester, 2 weeks of training in May, three days of training in August, and monthly meetings in fall semester.
- Complete required paperwork by the given deadlines (recording hours, evaluations, etc.).
- Perform other duties as assigned by the Assistant Director of First Year Experience, Graduate Assistant for Orientation Programs, FYE Intern, or other staff members from the First Year Experience Office.

Qualifications:

- Full-time student in good academic standing and cumulative GPA of 2.5 or higher.
- Desire to help new students and families transition to UW-Whitewater.
- Ability to serve as a positive role model and to be approachable.
- Demonstrated leadership abilities including involvement in extra-curricular activities.
- Ability to balance academics with other responsibilities, involvement, and personal life.
- Possess strong communication skills, detail oriented, and is self-motivated.
- Serve as an inclusive leader: one who is welcoming and affirming of all students and families.

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2019 Hawk Squad Position Description Continued

2019 Required Dates:

Hawk Squad Leaders are required to attend the following trainings, meetings and programs.

Lack of availability for these dates will result in an inability to serve in the role:

- Hawk Squad and Lead Mentor overnight retreat:
 - January 20-21, 2019

- Spring semester weekly meetings (Fridays from 1:00-3:00pm):
 - Jan 25
 - Feb 1, Feb 8, Feb 15, Feb 22
 - Mar 1, Mar 8, Mar 15
 - Apr 5, Apr 26
 - May 3, May 10

- Hawk Squad Training (8:30am-4:30pm):
 - May 20-24, May 28-31

- SOAR Programs (7:00am-4:00pm for transfer programs, 7:00am-5:00pm for freshmen programs):
 - April 12, 2019 (Friday): Transfers
 - May 17, 2019 (Friday): Transfers
 - May 29, 2019 (Wednesday): Freshmen
 - May 31, 2019 (Friday): Freshmen
 - June 4, 2019 (Tuesday): Freshmen
 - June 6, 2019 (Thursday): Freshmen
 - June 10, 2019 (Monday): Freshmen
 - June 12, 2019 (Wednesday): Freshmen
 - June 14, 2019 (Friday): Freshmen
 - June 18, 2019 (Tuesday): Freshmen
 - June 21, 2019 (Friday): Freshmen
 - June 25, 2019 (Tuesday): Freshmen
 - June 27, 2019 (Thursday): Transfers
 - July 26, 2019 (Friday): Transfers
 - August 23, 2019 (Friday): Transfers & Freshmen
 - December 6, 2019 (Friday): Transfers
 - January 16, 2020 (Thursday): Transfers & Freshmen

- Warhawk Premiere Days (10:30am-2:00pm):
 - 3-4 dates in the summer (final dates to be determined)

- Hawk Squad Training and Fall Orientation Programs (all day):
 - August 29-30, Sept 1-2

- Fall meetings (once a month for one hour, scheduled based on availability of team)

- Family Fest:
 - TBD

Compensation:

- \$10 per hour with an opportunity to earn up to about \$3,000 throughout the entire year in the position.
- Optional campus housing available during the summer.

Selection Process:

Those interested in the Hawk Squad position can anticipate the following selection process:

1. *Optional: attend the Hawk Squad Information session on Tuesday, October 9 at 5:00pm in UC262.*
2. Complete the online **Hawk Squad application** via the FYE website starting October 8, 2018: <http://www.uww.edu/fye/leadership/hawksquad>
 - Applications due by **5pm on Monday, November 5, 2018.**
3. Have **one personal reference form** submitted by November 5. The reference must be a faculty or professional staff member. References may find the link to the form on the FYE website listed above.
4. Participate in an **individual interview** the week of November 12.
5. Those who move on in the process will then complete a **group interview** on November 27 from 6:00pm-8:00pm.
6. Offers made via email by Monday, December 3.
7. Offers must be accepted by Friday, December 7.

Questions? Please contact:

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