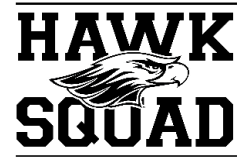


2020 Hawk Squad Position Description



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: 1 day training in January, weekly meetings in spring semester, 2 weeks of training in May, two days of training in August, and monthly meetings in fall semester.
- Complete required paperwork by the given deadlines (recording hours, evaluations, etc.).
- Assist with transporting supplies and equipment during FYE programs (i.e. carrying and setting up table banners, tables, chairs, giveaways, 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 preferred cumulative GPA of 2.5 or higher.
- Must be in good University conduct standing.
- 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.

2020 Hawk Squad Position Description Continued

2020 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 retreat:
 - January 20, 2020

- Spring semester weekly meetings (Fridays from 1:00-3:00pm):
 - Jan 24, 31
 - Feb 7, Feb 14, Feb 21, Feb 28
 - Mar 6, Mar 13
 - Apr 3, Apr 17, Apr 24
 - May 1

- Hawk Squad Training (9am-4pm):
 - May 18-22, May 25-29

- SOAR Programs (7:00am-4:00pm for transfer programs, 7:00am-5:00pm for freshmen programs):
 - April 10, 2020 (Friday): Transfers
 - May 8, 2020 (Friday): Transfers
 - May 29, 2020 (Friday): Freshmen
 - June 2, 2020 (Tuesday): Freshmen
 - June 4, 2020 (Thursday): Freshmen
 - June 8, 2020 (Monday): Freshmen
 - June 10, 2020 (Wednesday): Freshmen
 - June 12, 2020 (Friday): Freshmen
 - June 16, 2020 (Tuesday): Freshmen
 - June 19, 2020 (Friday): Freshmen
 - June 23, 2020 (Tuesday): Freshmen
 - June 25, 2020 (Thursday): Transfers
 - July 31, 2020 (Friday): Transfers & Freshmen
 - August 21, 2020 (Friday): Transfers & Freshmen
 - December 4, 2020 (Friday): Transfers
 - January 14, 2021 (Thursday): Transfers & Freshmen

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

- Hawk Squad Training (9:00am-4:00pm):
 - August 27-28, 2020

- Warhawk Welcome (all day):
 - August 30-September 1, 2020 (*dates pending approval*)

- Fall meetings:
 - Once a month for one hour, scheduled based on availability of team

- Family Fest: TBD

Schedule subject to change.

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 Thursday, October 3 at 5:00pm in UC264.*
2. Complete the online **Hawk Squad application** via the FYE website starting October 3, 2019: <http://www.uww.edu/fye/leadership/hawksquad>
 - Applications due by **noon on Monday, November 4, 2019.**
3. Have **one personal reference form** submitted by November 4. 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 a **group interview** on November 12 or 13 between 6-7:30pm.
5. Those who move on in the process will then complete an **individual interview** the week of November 15.
6. Offers made via email by Tuesday, November 26.
7. Offers must be accepted by Tuesday, December 3.

Questions? Please contact:

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