**2024 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 Warhawks SOAR (Student Orientation, Advising, and Registration) programs.
* Assist with the implementation of Warhawks SOAR (Student Orientation, Advising & Registration) programs, Warhawk Welcome, Family Fest, and other FYE programs.
* 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 and 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, one day of training in August, and monthly meetings in fall semester.
* Complete required paperwork by the given deadlines (evaluations, etc.).
* Assist with transporting supplies and equipment during FYE programs (i.e. carrying and setting up table banners, tables, chairs, giveaways, road painting supplies, 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.
* Serve as an inclusive leader: one who is welcoming and affirming of all students and families.
* Demonstrate 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, is self-motivated, and can adapt to unexpected changes during events.

**2024 Hawk Squad Position Description Continued**

*2024 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:
	+ Sunday, January 21, 2024, 9:00am-3:00pm
* Spring semester weekly meetings (Fridays from 1:00pm-3:00pm, UC268):
	+ January 26
	+ February 2, 9, 16, 23
	+ March 1, 8, 15, 22
	+ April 12, 19, 26
* Hawk Squad Training (9:00am-4:00pm each day):
	+ May 16, 17, 20-24
* SOAR Programs (7:00am-4:00pm for transfer programs, 7:00am-4:30pm for freshmen programs):
	+ April 5, 2024 (Friday): Transfers & Change of Campus
	+ May 3, 2024 (Friday): Transfers & Change of Campus
	+ May 29, 2024 (Wednesday): Freshmen
	+ May 31, 2024 (Friday): Freshmen
	+ June 4, 2024 (Tuesday): Freshmen
	+ June 6, 2024 (Thursday): Freshmen
	+ June 10, 2024 (Monday): Freshmen
	+ June 12, 2024 (Wednesday): Freshmen
	+ June 14, 2024 (Friday): Freshmen
	+ June 18, 2024 (Tuesday): Freshmen
	+ June 20, 2024 (Thursday): Freshmen
	+ June 25, 2024 (Tuesday): Transfers & Change of Campus
	+ July 25, 2024 (Thursday): Transfers & Change of Campus
	+ July 30, 2024 (Tuesday): Freshmen
	+ August 23, 2024 (Friday): Last Call- Freshmen, Transfers & Change of Campus
	+ December 6, 2024 (Friday): Freshmen, Transfers & Change of Campus
	+ January 17, 2025 (Friday): Last Call- Freshmen, Transfers & Change of Campus
* Warhawk Preview Days (7:15am-1:00pm):
	+ 3-4 dates in the summer (*final dates to be determined*)
* Hawk Squad Training (9:00am-4:00pm):
	+ August 30, 2024 (Friday)
* Warhawk Welcome (all day):
	+ August 31-September 2, 2024
* Fall meetings:
	+ Once a month for one hour (*final dates/times to be determined*)
* Family Fest: TBD (typically early/mid October 2024)

*Schedule subject to change.*

*Compensation:*

* $12 per hour with an opportunity to earn about $3,500 throughout the entire year in the position.
* Optional campus housing available during the summer.

Selection Process:

1. Complete the online application by Monday, October 30, at 12pm: <https://www.uww.edu/fye/leadership/hawksquad>
2. Those who meet position qualifications will be offered an individual interview.

*Questions? Please contact:*

Jenny Krzyszkowski

Interim Director

Office of the First Year Experience

University Center Room 245

krzyszkj@uww.edu, 262.472.7020