

2023 Summer Learning Communities Intern Position Description

First Year Experience: Transition • Connection • Integration • Development

The First Year Experience (FYE) Summer Learning Communities (LC) Intern plays a vital role in the coordination and facilitation of UW-Whitewater's FYE programs and events. The intern position is supervised by the Manager of Learning Communities Program.

Summer Learning Communities Intern Responsibilities:

- Assist the Manager of Learning Communities with the planning and implementation of all LC recruitment and enrollment during Warhawks SOAR (Student Orientation, Advising, and Registration) and other FYE programs in the summer.
- Serve as a recruitment liaison for all FYE Learning Communities.
- Represent UW-Whitewater and the Office of First Year Experience (FYE) in a professional manner and with a positive attitude.
- Work collaboratively with a team on detail-oriented projects.
- Have a strong working knowledge of Microsoft programming (especially Excel).
- Update content on the FYE website.
- Work collaboratively and respectfully with all university personnel at FYE programs (i.e., faculty, staff, administration, etc.).
- Serve as a role model to new students and as a campus resource to new students and families during all FYE programs.
- Complete required paperwork by the given deadlines (recording hours, evaluations, etc.).
- Wear appropriate attire during all working hours, especially SOAR (including the staff apparel you will be provided).
- Remain in contact with the Manager of Learning Communities to address issues, ask questions, and report progress.
- Perform other duties as assigned by the Manager of Learning Communities or other staff members from the First Year Experience Office.

Qualifications:

- Full-time student in good academic and judicial standing.
- Detail-oriented, ability to handle multiple responsibilities simultaneously.
- Desire to help new students and families transition to UW-Whitewater.
- Ability to serve as a positive role model and to be approachable.
- Ability to enter many detailed pieces of data in a repetitive fashion.
- Demonstrated leadership abilities including involvement in extra-curricular activities.
- Ability to balance academics with other responsibilities, involvement, and personal life.
- Possess strong communication skills and be self-motivated.
- Serve as an inclusive leader: one who is welcoming and affirming of all students and families.
- Relational and also works well independently on sometimes tedious, detail-oriented data-heavy tasks.
- 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.

2023 Required Dates:

- 35 hours per week from May 15-June 30.
- 15 hours per week July 3 – August 18.
- Please note: the University is closed on May 29 and July 4, 2023. Other days off (non-paid) are possible with prior approval from supervisor, not to include dates listed below.
- Warhawks SOAR programs (7:15 am-4:30 pm for transfer programs, 7:15 am-5:00pm for freshmen programs):
 - June
 - Wed., May 31, 2023: Freshmen
 - Fri., June 2, 2023: Freshmen
 - Tues., June 6, 2023: Freshmen
 - Thurs., June 8, 2023: Freshmen
 - Mon., June 12, 2023: Freshmen
 - Wed., June 14, 2023: Freshmen
 - Fri., June 16, 2023: Freshmen
 - Tues., June 20, 2023: Freshmen
 - Thurs., June 22, 2023: Freshmen
 - June 27, 2023: Transfer & Change of Campus
 - July
 - Tues., July 25, 2023: Transfer & Change of Campus
 - Thurs. July 27, 2023 (Thursday) Freshmen
 - July 28, 2023 (Friday): freshmen, transfers & change of campus
- Regular work hours for the position (on days other than SOAR days listed above) will be approx. 8:30-4:30.

Compensation:

- TBD. **FREE Summer housing available** on a case-by-case basis.

Questions? Please contact:

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