2020 SOAR New Student Leader

The Student Orientation, Advising, and Registration (SOAR) program, operated by the Center for the First Year Experience (CFYE), welcomes more than 16,000 students and family members across more than 30 sessions during the summer months. New Student Leaders (NSL) are essential members of the SOAR Programming Team, which is the public facing team that helps ensure the entire SOAR program runs smoothly. The NSL team directly supports the newest class of Badgers and their families during their transition to UW-Madison throughout their employment. All NSLs will work together to complete the full responsibilities of the position. NSLs are supervised by CFYE’s undergraduate SOAR Programming Interns and full-time Coordinator of Orientation – Programming.

Essential Duties and Responsibilities: Other duties may be assigned.

- Welcome new students and guests for SOAR program by providing customer service to students, guests, and campus partners during key portions of the schedule
- Support daily logistics of the SOAR program to ensure a seamless experience for campus partners, students, and guests
- Lead small group discussions with guests to discuss campus resources and address any concerns
- Lead small group discussion with new students on UW-Madison’s academic and campus culture
- Serve on panels and speak to incoming families in a question and answer format
- Engage with new students through social evening programs
- Be accessible to parents/guests throughout the sessions by answering questions
- Support the Programming Intern throughout the Student Evening Program for Freshman SOAR
- Support the presenters of the Parent/Guest sessions by timing presentations, answering questions, and sharing your student experience during the presentation
- Assist in planning and staffing the Wisconsin Welcome events, including Convocation and Night at the Overture

Knowledge and Skills

- Strong customer service, writing, and communication skills
- Attention to detail, well organized
- Punctuality, reliable attendance, and flexibility
- Excellent time management skills
- Ability to work in a fast-paced team environment
- A desire to build positive relationships
- Exceptional interpersonal skills and the ability to work with diverse populations
- Ability to work cooperatively with other coordinators, specialists, interns, peers and professional staff

Miscellaneous

- This position does not do any academic advising. If interested in academic peer advising, please see the SOAR Peer Advisor position offered through the Office of Undergraduate advising and your school/college.
• NSL schedules run all day, work hours vary between 9am – 9pm and include regular evening work.

Minimum Qualifications include the following:
• Summer classes, second jobs, or other major commitments cannot conflict with summer staffing dates and work time. They must be disclosed and approved by the supervisor prior to accepting the employment offer.
• Comfortable with frequent and infrequent movement- i.e. leading students between SOAR locations, being in one area during a designated time.
• Must be in good standing academic and non-academic with the University at the time of application, hire, start of employment, and through the duration of employment. All non-academic misconduct will be reviewed for employment consideration.

Compensation: New Student Leaders are paid at a rate of $12.00 per hour. NSLs will also receive two SOAR polos and one track jacket. Dinner will be provided for every Freshman SOAR session and lunch will be included in every Transfer SOAR session in which you work.

Supervisor: Coordinator of Orientation – Programming at CFYE.

Position Hours:
Spring Semester Trainings - Spring 2020: 8 hrs per training day
SOAR: Summer 2020 - 35-40 hrs per week
Wisconsin Welcome - August/September 2020: 5-10 hrs

Important Dates and Time Commitment Requirements:
March 28, 2020 (Spring Training 1: 8am – 4pm)
April 4, 2020 (Spring Training 2: 8am – 4pm)
April 18, 2020 (Spring Training 3: 8am – 4pm)
May 21-22, 2020 (Bethel Team-building Overnight Retreat)
May 26 – June 4, 2020 (tentative dates for Summer Training: 8am – 4pm each day)
June 5 – August 27, 2020 (Summer SOAR)*
TBD: Night at the Overture
September 1, 2020: New Student Convocation
* There is no work on weekends, and July 6-10 or August 12-18

Application Process: Please submit an application via the student job center. The application will require you to submit a resume and cover letter. Applications are due by noon on Friday, January 31, 2020. The cover letter should address why you are interested in the New Student Leader position and what skills you would bring to the Center for the First-Year Experience.

All information regarding the status of your application will be communicated via email. Selected candidates will be invited to a group interview taking place in early February 2020.