

# 2026 Transfer Orientation Leader Position Description



*First Year Experience: Transition • Connection • Integration • Development*

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Transfer Orientation Leaders assist new transfer students with the transition to UW-Whitewater by serving as a role model and guiding students through Warhawk Welcome and their first few weeks on campus.

## *Benefits & Outcomes*

As a Transfer Orientation Leader you will practice your leadership skills, professional communication, group facilitation skills, and have the opportunity to work with a diverse population of students and staff. Gain valuable work experience for any major.

Compensation: \$10 per hour with an opportunity to earn about \$450 throughout the fall semester.

## *Responsibilities:*

- Serve as a role model and resource to new students.
- Assist with the fall orientation check-in process, with opportunity to assist with spring orientation.
- Lead a group of new transfer students through fall orientation, Warhawk Welcome.
- Complete all Mentor Program training sessions in April/May and August.
- Represent UW-Whitewater and the Office of the First Year Experience in a professional manner and with a positive attitude.
- 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. (Conduct checks will be done through the Dean of Students Office and University Housing to ensure you are in good standing, and that you are not on probation for university or residence hall violations.)
- Perform other duties as assigned by the Graduate Assistant for Mentor Programs, the Mentor Program Manager, or other staff members from the Office of the First Year Experience.

## *Qualifications:*

- Full-time student in good University conduct standing, academic standing, and cumulative Whitewater GPA of 2.5 or higher. (Grade checks will be completed each semester)
- Have transferred to UW-Whitewater and been a UW-Whitewater student for at least one semester.
- Desire to help new transfer students 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, pay attention to detail, and is self-motivated.
- Serve as an inclusive leader: one who is welcoming and affirming of all students.

## 2026 Transfer Orientation Leader Position Description Continued

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### *2026 Required Dates:*

Transfer Orientation Leaders are required to attend the following trainings and meetings.

- TBD: Mentor Program Pre-Fall Online Training
- August 26-28, all day, mentor program fall training, specific hours TBD
- August 30, half day, specific hours TBD: Warhawk Welcome check-in process.
- August 31 – September 1, all day and evening: Warhawk Welcome
- September 2-25: Plan & facilitate 2-3 activities to help new Transfer students make connections to peers, the campus, and resources. Programs should be done in the first two weeks of the semester.

### *Selection Process:*

Those interested in the Transfer Orientation Leader position can anticipate the following selection process:

1. Complete the online Team Transfer application via the FYE website starting January 9, 2026: <https://www.uww.edu/fye/transfer/team-transfer>
  - Applications due by **Monday, February 9, 2026 by 4:30pm.**
2. Have one UW-Whitewater professional reference – name & email. Your reference must be a part of the UW-Whitewater community. This can include a faculty member, professional staff member, a current supervisor for an on-campus position, your Resident Assistant or other hall staff, your Peer Mentor, someone you work with in a student organization, an advisor, etc.
3. Those who meet requirements of the position will be invited to an individual interview.
4. Offers made via email by Thursday, March 19, 2026.
5. Offers must be accepted by Thursday, April 2, 2026.

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*Questions? Please contact:*

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