

2025 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.

2024 Required Dates:

- 35 hours per week from May 19-June 27.
- 15 hours per week June 30 – August 15.
- Please note: the University is closed on May 26 and July 4, 2025. 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
 - Thur., May 29, 2025: Freshmen
 - Mon., June 2, 2025: Freshmen
 - Wed., June 4, 2025: Freshmen
 - Mon., June 9, 2025: Freshmen
 - Wed., June 11, 2025: Freshmen
 - Fri., June 13, 2025: Freshmen
 - Tues., June 17, 2025: Freshmen
 - Thurs., June 19, 2025: Freshmen
 - Tues., June 24, 2025: Transfer & Change of Campus
 - July
 - Mon., July 28, 2025: Transfer & Change of Campus
 - Wed. July 30, 2025 Freshmen

- Regular work hours for the position (on days other than SOAR days listed above) will be approx. 8:30-4:30.

Compensation:

- \$12.00 per hour. **FREE Summer housing available** on a case-by-case basis.

Questions? Please contact:

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