

2026 Summer Orientation Intern Position Description

First Year Experience: Transition • Connection • Integration • Development

The First Year Experience (FYE) Summer Orientation Intern plays a vital role in the coordination and facilitation of UW-Whitewater's FYE programs and events. The intern is supervised by the Manager of Orientation Programs, Graduate Assistant for Orientation Programming, and FYE Office Manager.

Summer Orientation Intern Responsibilities:

- Assist the Manager of Orientation Programs and the Graduate Assistant for Orientation Programs with the planning and implementation of all Warhawks SOAR (Student Orientation, Advising & Registration) programs, Warhawk Welcome, and other FYE programs in the summer.
- Monitor new student and family Facebook pages and FYE Instagram, answering questions and posting information.
- Communicate and provide strong customer service with students and guests via answering office phone, responding to emails, and maintaining FYE Office alongside FYE's Office Manager.
- Represent UW-Whitewater and 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 campus resource to new students and families during all FYE programs.
- Attend parts of Hawk Squad training sessions in May.
- Complete required paperwork by the given deadlines (recording hours, evaluations, etc.).
- Perform other duties as assigned by the Manager of Orientation Programs, Graduate Assistant for Orientation Programs, or other staff members from the First Year Experience Office.

Qualifications:

- Previous experience with FYE as Student Crew, Peer Mentor, Lead Peer Mentor, Summer Learning Community Intern, Purple Pit Crew, Hawk Squad Leader. Preferred experience as a Hawk Squad Leader.
- Full-time student in good academic and judicial standing, and cumulative GPA of 2.5 or higher.
- Must in good University conduct standing.
- Possess strong communication skills, detail-oriented, self-motivated, and able to work independently and with a team.
- Ability to handle multiple responsibilities simultaneously and can adapt to unexpected changes.
- Desire to help new students and families 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.
- Serve as an inclusive leader: one who is welcoming and affirming of all students and families.

2026 Required Dates:

- Approximately 40 hours per week from May 18- Sept 1. Please note: the University is closed on May 25 (Memorial Day) and July 4 (Independence Day). Other days off (non-paid) are possible with prior approval from supervisor, not to include dates listed below. Note that during less busy weeks, hours may be fewer than 40 for the week.
- Summer SOAR Programs (7:00am-4:30am):
 - May 28, 2026 (Thursday): Freshmen
 - June 3, 2026 (Wednesday): Freshmen
 - June 8, 2026 (Monday): Freshmen
 - June 10, 2026 (Wednesday): Freshmen
 - June 12, 2026 (Friday): Freshmen
 - June 16, 2026 (Tuesday): Freshmen
 - June 18, 2026 (Thursday): Freshmen
 - June 23, 2026 (Tuesday): Transfer & Change of Campus
 - June 25, 2026 (Thursday): Freshmen
 - July 27, 2026 (Wednesday): Transfer & Change of Campus
 - July 29, 2026 (Wednesday): Freshmen
 - August 21, 2026 (Friday): Last Call- Freshmen, Transfers, & Change of Campus
- Warhawk Welcome Training & Events (all day):
 - TBD Plan on working full work days leading up to Warhawk Welcome as well.

*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.
 - First Year Experience will cover the cost of your summer housing. Because this housing is provided in support of your full-year commitment to the Summer Intern position, early departure from the position without prior communication or extenuating circumstances (e.g., graduation, academic program changes) **may** require reimbursement for housing costs.

Selection Process:

1. Complete the online application by Friday, October 24, at 12:00pm (Noon):
<https://forms.microsoft.com/r/ZXKEVbBZ0y>
2. Those who meet position qualifications will be offered an individual interview.

Questions? Please contact:

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