**2025 Hawk Squad**

**Position Description**

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

Hawk Squad Leaders play a vital role in orienting new students and families to UW-Whitewater.

First Year Experience (FYE)

*Hawk Squad Responsibilities:*

* Facilitate a small group presentation to new students during the Warhawks SOAR (Student Orientation, Advising, and Registration) programs.
* Assist with the implementation of Warhawks SOAR (Student Orientation, Advising & Registration) programs, Warhawk Welcome, Family Fest, and other FYE programs throughout summer and academic year.
* 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 a campus resource to new students and families during all FYE programs.
* Attend all Hawk Squad meetings and training sessions: weekly meetings in spring semester, 2 weeks of training in May, one day of training in August, and monthly meetings in fall semester.
* Complete required paperwork by the given deadlines (evaluations, etc.).
* Assist with transporting supplies and equipment during FYE programs (i.e. carrying and setting up table banners, tables, chairs, giveaways, road painting supplies, etc.).
* Perform other duties as assigned by the Manager of Orientation Programs, Graduate Assistant for Orientation Programs, FYE Summer Intern, or other staff members from the First Year Experience Office.

*Qualifications:*

* Full-time student in good academic standing and preferred cumulative GPA of 2.5 or higher.
* Must be in good University conduct standing.
* Desire to help new students and families transition to UW-Whitewater.
* Ability to serve as a positive role model and to be approachable.
* Serve as an inclusive leader: one who is welcoming and affirming of all students and families.
* Demonstrate leadership abilities including involvement in extra-curricular activities.
* Ability to balance academics with other responsibilities, involvement, and personal life.
* Possess strong communication skills, detail oriented, is self-motivated, and can adapt to unexpected changes during events.
* Ability to work independently and in a team setting.

**2025 Hawk Squad Position Description Continued**

*2025 Required Dates:*

Hawk Squad Leaders are required to attend the following trainings, meetings and programs. Lack of availability for these dates will result in an inability to serve in the role:

* Spring semester weekly meetings (Fridays from 1:00pm-3:00pm, University Center):
	+ January 31
	+ February 7, 14, 21, 28
	+ March 7, 14, 21, 28
	+ April 4, 18, 25
* Hawk Squad Training (9:00am-4:00pm each day):
	+ May 15, 16, 19-23
* SOAR Programs (7:00am-4:30am):
	+ April 11, 2025 (Friday): Transfer & Change of Campus (Observing)
	+ May 2, 2025 (Friday): Transfer & Change of Campus (Observing)
	+ May 29, 2025 (Thursday): Freshmen
	+ June 2, 2025 (Monday): Freshmen
	+ June 4, 2025 (Wednesday): Freshmen
	+ June 9, 2025 (Monday): Freshmen
	+ June 11, 2025 (Wednesday): Freshmen
	+ June 13, 2025 (Friday): Freshmen
	+ June 17, 2025 (Tuesday): Freshmen
	+ June 19, 2025 (Thursday): Freshmen
	+ June 24, 2025 (Tuesday): Transfer & Change of Campus
	+ June 26, 2025 (Thursday): Freshmen (Unadvertised, TBD)
	+ July 28, 2025 (Monday): Transfer & Change of Campus
	+ July 30, 2025 (Wednesday): Freshmen
	+ August 22, 2025 (Friday): Last Call- Freshmen, Transfers, & Change of Campus
	+ November 21, 2025 (Friday): Freshmen, Transfers, & Change of Campus
	+ January 16, 2026 (Friday): Last Call- Freshmen, Transfers, & Change of Campus
* Warhawk Preview Days (7:15am-1:00pm):
	+ 3-4 dates in the summer (*final dates to be determined*)
* Hawk Squad Training (9:00am-4:00pm):
	+ August 29, 2025 (Friday)
* Warhawk Welcome (all day):
	+ August 30-September 1, 2025
* Fall meetings:
	+ Once a month for one hour (*final dates/times to be determined*)
* Family Fest: TBD (typically early/mid October 2025)

*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.

Selection Process:

1. Complete the online application by Monday, October 28th, at 12:00pm (Noon): <https://www.uww.edu/fye/leadership/hawksquad>
2. Those who meet position qualifications will be offered an individual interview.

*Questions? Please contact:*

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