SOAR Leader Job Description 2018

SOAR Leaders are among the first welcoming faces that new students will encounter in their transition journey to Washington University in St. Louis. They serve as the primary point of contact to new students during the summer registration programs coordinated by the First Year Center and academic divisions. They assist with the implementation of 3-day, 2-night summer registration programs through both formal and informal interactions including programming, small groups, meals, and individual coaching conversations. SOAR Leaders stay overnight in the residence hall with new students during the programs.

Throughout the sessions, SOAR Leaders serve as resources and mentors for new students as they navigate campus, the St. Louis community, and the course registration process. They work to develop relationships, act as a catalyst for a sense of belonging, and create an environment where incoming students get a glimpse at their life as a WU student. In this way, SOAR Leaders play a major role as ambassadors to the university and helping new students in a critical transition to the WU community.

The SOAR Leader position requires dedicated student staff who have a strong interest in creating welcoming and memorable experiences for new students transitioning into the Washington University community. SOAR Leaders need to exhibit a good work ethic, desire to grow, and a willingness to connect with others. Successful SOAR Leaders are able to problem solve autonomously and work with a team of other student leaders.

QUALIFICATIONS

- All applicants:
  - Exhibit leadership potential
  - Exhibit a commitment to the University and First Year Center mission
  - Exhibit a strong commitment to becoming informed and knowledgeable about the University’s academic policies, procedures, deadlines, and various advising systems
  - Possess the following personal qualities:
    - Mature, responsible, takes initiative, motivated, team player, punctual, positive attitude, open-minded, dependable, flexible
  - Exhibit strong interpersonal and group presentation skills
  - Demonstrate the ability to work with a diverse group of people, including students, staff, and faculty

RESPONSIBILITIES

1. Attend and participate in spring and summer training sessions
2. Work on various committees that focus on SOAR programming, communications, and staff development
3. Assist with program logistics including, but not limited, to housing check-in and evening activities
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4. Facilitate small group interactions and discussions on various topics including course enrollment and student life

5. Live in the residence halls with the program participants and assist with any issues that may arise overnight

6. Serve on student panels to provide SOAR participants with current student perspective

7. Perform skits and other presentations

8. Attend evening social activities

9. Eat meals with new students

10. Conduct campus tours

11. Serve in a 24-hour on-call capacity throughout SOAR programming; a University cell phone is provided when on call

12. SOAR Leaders will work numerous nights and weekends throughout the course of SOAR Leader training and SOAR sessions; SOAR Leaders are expected to be on campus and available for the entirety of their employment

TERMS AND CONDITIONS OF EMPLOYMENT

- **Requirements:** SOAR Leaders must
  
  - Have completed at least one academic semester at Washington University in St. Louis
  
  - Be returning, full-time students for the fall 2018 semester and must remain in satisfactory academic and disciplinary standing for the spring 2018 semester
  
  - Have a cumulative GPA of 2.5 or higher by the end of the spring semester
    
    [First year student applicants must have a 2.5 GPA or higher at the end of their fall semester to apply.]
  
  - Be in St. Louis and available from May 10th – July 2nd
    
    - If you have a conflict with the dates listed above, please check with Reggie Gacad (regacad@wustl.edu) before applying.
    
    - Move out will take place on Tuesday, July 3rd

- **Training:** SOAR Leaders must be present for all scheduled training sessions and work assignments.
  
  - Spring Training: Meetings will occur throughout the spring semester:
    
    - Meeting 1: SOAR Welcome Training – Friday, February 23rd 4:00PM – 7:00PM
    
    - Meeting 2: Week of March 5th, 5:00PM – 7:00pm
    
    - NODA Region IV Conference: Friday, March 23rd – Sunday, March 25th
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- Green Dot Training – TBD, likely April 8th in coordination with the RSVP Center
- Meeting 3: Week of April 22nd 5:00PM – 7:00PM

  o Summer Training: Will take place from May 10th through June 8th. While there may be days off during this time period, SOAR leaders are expected to live on campus and be fully present for all training. SOAR Leaders should expect to be busy all day for the entirety of training, beginning as early as 9:00 AM and ending as late as 9:00 PM.

  o Time Off: SOAR Leaders do have the following dates off. SOAR Leaders may leave St. Louis during these dates, but are expected to be back in the residence halls by 9:00pm on the last date of each break listed below. No exceptions will be made.

    ▪ May 26th – May 28th
    ▪ June 10th – 19th
      - SOAR Leaders will have the option of working in the First Year Center during this time.

- SOAR Programs: Throughout the summer orientation period, SOAR Leaders will be expected to work full days and most evenings, Monday – Friday as well as some Saturday mornings and Sunday evenings. SOAR Leaders should expect to be busy all day, beginning as early as 7:00 AM and ending as late as 11:00 PM.

  o SOAR sessions will take place June 5th – June 29th. Five sessions will be hosted in the summer of 2018 supporting approximately 1,000 first-year students.

- SOAR Attire: SOAR Leaders will be provided with two staff shirts at no cost. Leaders are required to provide their own khaki bottoms and closed-toed shoes to complete the uniform.

- Summer Housing: SOAR Leaders will have an assigned room on the South 40 for the duration of the program. During SOAR sessions, Leaders will stay overnight (the night before day 1, the night of day 1, and day 2 of program sessions) in the same South 40 building as the participants; this may be a different building than SOAR Leaders live in. Leaders will transition from their academic year housing after finals end. The last SOAR session ends on Friday, June 29th, however, SOAR Leaders will work all day on Monday, July 2nd and move out of the residence halls on Tuesday, July 3rd. SOAR Leaders will work with First Year Center Staff and Summer Conferences to coordinate their move from academic year housing to SOAR Housing. SOAR Leaders who would like to stay on campus after July 3rd, must arrange for their own housing.

- Summer Classes/Employment: SOAR Leaders may not commit to any other compensatory or non-compensatory engagements that would interfere with their work during the training and program dates (May 10th – July 2nd). SOAR Leaders may NOT enroll in Summer Session I, II, or III courses.
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**Benefits**

- Be a role model for new students
- Significant leadership experience and increase in knowledge of WashU
- Work in a team-oriented environment
- An opportunity to develop professional relationships with administration, staff and students
- An opportunity to develop numerous attributes that employers seek on a candidate’s resume, as identified by the National Association of Colleges & Employers. Some of those include:
  - Leadership
  - The ability to work on a team
  - Problem-solving skills
  - A strong work ethic
  - Interpersonal skills
  - Organizational ability
  - Creativity
  - Networking
  - Facilitation

**Compensation**

- $8.00/hour – requires work on nights and weekends.
  - During some weeks, SOAR Leaders will work more than 40 hours/week – during these times, an overtime rate of $12.00/hour will be paid for hours 41+
- Housing in a modern double residence hall on the South 40 during training and SOAR programs (a $1,759.50 value)
- Lunch and dinner during each SOAR session. Some meals during training are provided as well.
- $200 in Bear Bucks and $200 in meal points
- SOAR Leader uniform shirts, backpacks, and water bottles

**Apply**

- Visit [https://firstyear.wustl.edu/apply](https://firstyear.wustl.edu/apply) to apply
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- Please note that the application requires one recommendation, due by Noon on Wednesday, February 7th. Recommendations should be completed by a WashU faculty or staff member, current or former employer, or high school instructor or staff member.

- The reference form can be found at [https://firstyear.wustl.edu/recommendation](https://firstyear.wustl.edu/recommendation).

  - Questions may be directed to [firstyearcenter@wustl.edu](mailto:firstyearcenter@wustl.edu).