RESPONSIBILITIES

• Work collaboratively in the development and execution of all NSFP programs and events including New Student Registration (January, June, and August), Week of Welcome, Falcon Guide program, and Academic Day. Previous experience with one or more of these programs will be considered an asset.
• Assist in the development and execution of new NSFP initiatives.
• Assist in the recruitment, selection, training, development, and supervision of NSFP Orientation and Transition Leaders.
• Serve as a leader and role model to new students and their families within the UW-River Falls campus community.
• Communicate effectively with a wide range of students and their families, faculty, staff, vendors, community members, etc.
• Foster excitement and enthusiasm for UW-River Falls and demonstrate Falcon spirit and pride.
• Meet regularly with NSFP Coordinators and other campus departments in the development and assessment of NSFP programs.
• Assist in the training of the incoming Student Manager in January.
• Perform additional duties as assigned.

REQUIREMENTS

• Selected candidates must be able to begin work in early January 2016. The position requires a commitment through January 2017.
• NSFP Program Managers are expected to work an average of 15 hours/week during the academic year and 40 hours/week during the summer.
• Minimum of 2.5 cumulative GPA.
• Not enrolled in any summer session courses.
• Reliable, responsible, confident, creative, flexible, patient, sincere, thoughtful, willing to help and strong communication skills.
• Self-motivated with demonstrated time management skills.
• Exercise mature judgment with the ability to handle difficult situations.
• Ability to act as a contributing and collaborative team member.
• Committed to new student programs and success.
• Recognized as a positive role model within the UWRF campus community.
• Basic knowledge of UW-River Falls' campus and desire to further knowledge.

COMPENSATION

• Professional experience developing and implementing programs, supervising staff, developing teams, and collaborating with university officials.
• Spring Semester Stipend (Jan thru April): $2500
• Summer Stipend (May thru Aug): $4000
• Fall Semester Stipend (Sept thru Jan): $2750