

# Cougar Connector

## **POSITION TITLE**

Cougar Connector – 60 Positions Available

## **POSITION FUNCTION**

To facilitate and implement transition programs, such as New Student Orientation (NSO)/Transfer Student Orientation (TSO), Welcome Weekend (WW), and First Semester Transition (FST) courses, to involve and engage new students with current SIUE students, faculty, staff, and the Edwardsville community. Cougar Connectors will work with campus departments, businesses, and other organizations to provide an opportunity for new members of the campus community to transition in a safe and positive environment. This is a one-year appointment that students may re-apply for each year.

## **REQUIRED QUALIFICATIONS**

- Be a degree seeking student
- Must be enrolled in Fall 2024 courses at SIUE
- Understand and support the goals of the transition programs
- Must be in good standing academically and judicially at time of application and throughout time on staff
- Available to work during all required hours and attend all required trainings for assigned programs (see final page)
- Due to overlapping time commitments, Resident Assistants and Desk Managers are not able to serve as Welcome Leaders, but they are eligible for NSO/TSO and FST positions

## **PREFERRED QUALIFICATIONS**

- Strong work ethic: Willingness to get the job done
- Creative thinking skills
- Positive attitude
- Adaptable
- Ability to communicate with individuals from diverse backgrounds and varying personality types: Appreciation of the differences among individuals
- Punctuality
- Ability to work as an effective and productive team member
- Commitment to a high standard of ethical values and behavior
- Ability to be tactful and diplomatic in all situations
- Goal-oriented
- Passion for SIUE
- Dedication to serving the University and its students

## Specific Duties for Cougar Connector Programs

**NOTE:** Transition programs are designed and implemented through a team driven process. Primary areas of responsibility are outlined below to assign areas of focus efficiently and effectively for each Cougar Connector. All Cougar Connectors help with aspects of the programs and event tasks when the need arises.

*\*Students can apply to work for a **minimum** of one program and a maximum of three programs. For example, one Cougar Connector could work NSO/TSO, WW, and FST. Another Cougar Connector could work NSO/TSO and FST.\**

### **New Student Orientation and Transfer Student Orientation**

- **Orientation Leader (16-18 positions)**
  - Assist in the implementation of NSO and TSO for new students/transfer students and their families
  - Serve as a role model for incoming students and guide tours of students and parents/guests
  - Facilitate small groups during each orientation session
  - Maintain contact with incoming students pre- and post-orientation to assist with questions
  - Assist in the set-up and teardown for NSO/TSO events
  - Assist in the planning and implementation of programs for family and guest attendants
  - Answer questions of students, parents, and guest and point out campus resources
  - Adhere to the Cougar Connector Contract regarding policies, personal and professional conduct, and attitude
  - Serve on student panels for family members and new students
  - Lead team building activities and serve as a peer resource for fellow team members
  - Work with the Assistant Director to create and present sessions, as needed
  - Facilitate the logistics of each program, including set-up and teardown
  - Other duties as assigned

### **Welcome Weekend (approximately 30 positions available)**

- Provide assistance with the implementation of the Welcome Weekend program (fall new student welcome program) and ASK ME stations on the first day of classes
- Guide and support a group of new students through the entirety of the Welcome Weekend
- Work closely and effectively with fellow Welcome Leaders to make a memorable and welcoming environment for new students
- Initiate and develop open communication and interaction with your new students, fellow Welcome Leaders, and professional staff
- Serve as a positive role model, set an example, and passionately promote all that SIUE has to offer new students
- Adhere to the Cougar Connector Contract regarding policies, personal and professional conduct, and attitude
- Other duties as assigned

### **First Semester Transition Leaders (10 positions available)**

- Serve as a role model for first-year students during their FST course

- Create, develop, and design first-year student programming that will aid in transitioning into SIUE
- Connect with FST instructors to promote FST programming
- Connect with students using different methods: SIUE email, Teams, or in-person meetings
- Assist students with their matriculation into the University
- Serve as a mentor with extensive SIUE knowledge
- Provide opportunities for first-year students to engage and connect with the University
- Teach first-year students how to navigate the University through a student lens
- Adhere to the Cougar Connector Contract regarding policies, personal and professional conduct, and attitude
- Other duties as assigned

## Cougar Connector Employment Information

### STIPENDS AND BENEFITS (for all Cougar Connector Positions)

Cougar Connectors can potentially work for three transition programs/positions (NSO/TSO, WW, and FST) and receive compensation:

- New Student Orientation/Transfer Student Orientation: \$14/hour; \$160 stipend added to Cougar Card for Spring 2024 training
- Welcome Weekend: \$300 stipend added to Cougar Card; \$140 stipend added to Cougar Card for Spring 2024 training
- First Semester Transition Courses: Compensation to be determined; \$80 stipend added to Cougar Card for Spring 2024 training

In addition, Cougar Connectors will receive renumeration through various t-shirts, polos, bags, meals, early move-in, and other items, depending on which programs are assigned. Cougar Connectors will also develop leadership, facilitation, communication, and customer service skills by assisting new first-year and transfer students, as well as families, in their transition to SIUE.

### EMPLOYMENT TERMINATION

A Cougar Connector's employment may be terminated if it is determined during staff training or during the academic semester program(s) that they are not maintaining ethics befitting a student employee, not performing satisfactorily, not able to work productively with others, or jeopardizing the success of a program. If a Cougar Connector does not perform each of the job duties required, their stipends/hours may be adjusted.

### ORGANIZATIONAL STRUCTURE

Cougar Connectors report directly to the appropriate staff member for their program: Assistant Director of New Student and Family Programs (NSO/TSO), New Student Transitions Coordinator (WW), Assistant Director of Student Success (FST).

### SELECTION PROCESS - APPLICATION

Cougar Connector applications are due no later than **Friday, January 19, at noon**. Links to application information, including the required information sessions, can be found at [bit.ly/3hJDUNO](https://bit.ly/3hJDUNO). Completed applications should include:

- 1) Attended one information session (new applicants only)
- 2) Online application
- 3) Sign up for an interview time

### SELECTION PROCESS - INTERVIEWS

- New applicants will sign up for a group/individual interview time January 22 or January 23. SIUE gear
- Returning applicants will sign up for a 30-minute professional presentation & individual interview at the time of their application submission.
- Professional presentation & individual interviews will be conducted Wednesday-Friday, January 24-26, in various office locations; dress is business casual attire.

### SELECTION & OFFER ACCEPTANCE

All candidates will be notified of Cougar Connector selections by email on or before Friday, February 2. Applicants will have until Wednesday, February 7, to accept or decline the offer.

## Cougar Connector 2024-2025 Timeline (Tentative)

### **Spring 2024**

January 19; Noon	Friday	Applications Due
January 22-23	Monday-Tuesday	Individual/Group Interviews: New Applicants
January 24-26	Wednesday-Friday	Individual Interviews: Returning Applicants
February 2	Friday	Applicants Offered CC Positions
February 7	Wednesday	Applicants Accept/Decline CC Offer
February 21; 5-7:00pm	Wednesday	O-Team, WL, FST: Mand. Training
February 28; 5-7:00pm	Wednesday	O-Team, WL, FST: Mand. Training
March 13; 5-7:00pm	Wednesday	O-Team, WL, FST: Mand. Training
March 20; 5-7:00pm	Wednesday	O-Team, WL, FST: Mand. Training
March 27; 5-7:00pm	Wednesday	O-Team, WL: Mandatory Training
April 3; 5-7:00pm	Wednesday	O-Team, WL: Mandatory Training
April 10; 5-7:00pm	Wednesday	O-Team, WL: Mandatory Training
April 17; 5-7:00pm	Wednesday	O-Team: Mandatory Training

### **Summer 2024**

May 13;	Monday	O-Team: Logistics Training
May 14;	Tuesday	O-Team: Logistics
Training		
May 15-17 6am-4:30pm	Wednesday-Friday	O-Team: Transfer Stud. Orientation/NSO prep
May 20-24	Monday-Friday	Orientation prep
May 29-May 31; 6am-6pm	Wednesday-Friday	O-Team: New Student Orientation
June 5-June 7; 6am-6pm	Wednesday-Friday	O-Team: New Student Orientation
June 12-June 14; 6am-6pm	Wednesday-Friday	O-Team: New Student Orientation
June 18	Tuesday	O-Team: New Student Orientation
June 20-June 21; 6am-6pm	Thursday-Friday	O-Team: New Student Orientation
June 26-June 28; 6am-6pm	Wednesday-Thursday	O-Team: New Student Orientation
July 16; 6am-4:30pm	Tuesday	O-Team: Virtual NSO
July 18-19: 6am-6pm	Thursday & Friday	O-Team: New Student Orientation

### **Fall 2024**

August 13; 1pm-5pm	Tuesday	FST Mentors Logistics Training
August 14-15; 8am-4:30pm	Wednesday-Thursday	WW Logistics Training
August 16-18, 7am-12am	Friday-Sunday	WW: Welcome Weekend
August 19; 1 hr. shift	Monday	WW: Ask Me
August 19; 2-3hrs/week	Monday	FST Mentors: Courses Begin
December	Monday	FST Mentors: Courses End

### **Spring 2025**

January 13; 2-3hrs/week	Monday	FST Mentors Courses Begin
May	Monday	FST Mentors Courses End