**General Information**

New Student Programs, a unit within Student Affairs, offers students, families, the campus, and community intentional opportunities to connect during the various transitions throughout the Saluki experience. By providing these connections, New Student Programs helps facilitate the integration of students and families into the intellectual, cultural, and social climate of Southern Illinois University and the greater community.

**Startup Leader Position Description**

New Student Programs will select dynamic and mature undergraduate students to serve as Startup Leaders (SLs) with New Student Programs (NSP). Startup Leaders work on behalf of Southern Illinois University through New Student Programs. This includes the implementation of various programs during Saluki Startup and Weeks of Welcome to help engage first-year students, transfer students, international students, graduate students and family members/guests throughout the first three weeks of the semester. Startup Leaders work closely with NSP staff in the execution of Saluki Sprint, retention programming, Saluki Family Weekend, the Saluki Family Association, and other programs.

**GENERAL DUTIES**

Startup Leaders will assist New Student Programs with the following events included, but not limited to:

- Saluki Basecamp
- Crossroad Festival
- New Student Photo
- Pep Rally
- Academic Success Day
- Watermelon Fest
- Part-Time & Student Employment Fair
- College Connection
- Saluki Stop Shops
- Saluki Sprint
- Saluki Family Weekend
- Family programming
- Late night programs (i.e. Dawgs Nite Out)
- Others as assigned

Duties for these events will include:

- Assist in providing a welcoming campus experience for students, family members and guests
- Encourage new students and families to participate in Saluki Startup, Weeks of Welcome, Saluki Family Weekend and Saluki Sprint activities
- Perform reasonable manual labor setting up/breaking down events
- Aid New Student Programs with marketing efforts
- Help manage and facilitate event activities
- Inventory items used during Saluki Startup and Weeks of Welcome such as promotional items and event materials
- Assist with check-in process for various events
- Provide classroom tours for students
- Manage and inventory signage
- Other duties as assigned

**STARTUP LEADER BENEFITS**

- Gain valuable volunteer experience
- Give back to the SIU campus
- Gain knowledge of the resources, services and opportunities provided at SIU
- Advance leadership development and teamwork skills
- Network with SIU administrators, faculty and staff
- Build relationships with incoming students, families/guests and other New Student Programs staff
Qualifications

Startup Leaders need to meet the following qualifications unless otherwise approved by the Director of New Student Programs.

- Must be available for spring training (See dates listed below)
  - Monday, April 19\textsuperscript{th}, 2018, 5:00 pm – 7:30 pm
  - Tuesday, April 24\textsuperscript{th}, 2018, 6:00 pm – 8:00 pm
  - Tuesday, August 14\textsuperscript{th}, 2018, 1:00 pm – 4:00 pm
  - Wednesday, August 15\textsuperscript{th}, 2018, 10:00 am – 4:00 pm
- Availability is required for Startup Leader Training and Saluki Startup. Also must be available to work various shifts for Weeks of Welcome, Saluki Sprint and Saluki Family Weekend (See dates listed below)
  - Startup Leader Training: August 15, 2018 (TIME: TBD)
  - Saluki Startup: August 16-18, 2018
  - Weeks of Welcome: August 19-September 29, 2018
  - Saluki Sprint: First Home Football Game 2018
  - Saluki Family Weekend: September 28 – September 30, 2018
- Must be a part time student at SIU Carbondale – 6+ credit hours in the fall and spring semesters
- Maintain a cumulative GPA of 2.3 for Spring/Fall 2018
- Good conduct standing with the University
- Startup Leaders will need to move in early. Early move-in will be August 14, 2018 at 10am-3:00pm.

Expectations

Startup Leaders must demonstrate the following traits:

- Serve as a professional representative of New Student Programs during all transition programs and events
- Serve as a role model to students by displaying mature and responsible behavior
- Be aware of new students’ concerns and transitional issues
- Provide social, academic and transitional support services to students, families and guests
- Initiative, ability to work independently
- Attention to details
- Arrive to work on time with a positive attitude ready for work
- Critical thinking and problem solving skills
- Strong interpersonal and communication skills and the potential to further develop
- Knowledge of and commitment to the mission of SIU and the goals of New Student Programs
- Ability to manage time and work effectively and efficiently
- Ability to work in a team environment
- Interest in working with diverse groups of staff, new students and family members/guests
- Possess a sincere desire to help students succeed at SIU
- Strong desire to learn about the resources, services, opportunities, policies and people at the University

Application Process

To apply for a Startup Leader position, please go to nsp.siu.edu/leadership_employment. Questions about the Startup Leader position and application process should be directed to the New Student Programs office at 618/453-1000 or orientation@siu.edu