Weeks of Welcome Leader
Position Description

Summary of Job Function
Weeks of Welcome leaders will serve as the backbone of the incoming student process at the University of Memphis. At the heart, WoW Leaders provide a friendly face and a helpful hand to help new students transition to the UofM. This leadership opportunity supports the mission of the University of Memphis and Student Leadership and Involvement to provide programmatic support to Weeks of Welcome in August. The primary role of a WoW Leader is to co-lead a small group of 15-25 incoming students during the Weeks of Welcome. WoW Leaders are expected to be present for all parts of WoW, engage in welcoming dialogue, and invest in the incoming students.

Duties and Responsibilities:
- Serve as the University of Memphis’ traditions keepers and educators during Weeks of Welcome
- Create community among incoming students
- Attend all scheduled WoW programs
- Provide structural support and small group facilitation for a group of 15-25 incoming students
- Assist with the transition to the UofM by creating opportunities for students to build relationships with each other.
- Understand the learning outcomes of WoW and create experiences to further those outcomes
- Encourage students in your WoW group to attend WoW events during their first two weeks
- Continually engage with students in your WoW group through their first semester
- Attend all WoW trainings prior to the start of WoW
- Attend all WoW events with your small group – arriving on time and staying for the duration of the events.

Student Leader Expectations:
- Maintain good academic standing with a minimum 2.5 cumulative GPA
- Maintain good judicial standing
- Represent the mission and values of the University of Memphis; which include sensitivity to the uniqueness of each situation, and individual, as well as an understanding and respect for various opinions, values, and cultural backgrounds. I will not propagate or tolerate and incidents of prejudice or bias related to gender, age, race, national origin, ethnic origin, sexual orientation, gender identity or expression, religion, veteran status, genetic information, or ability
- set a positive example by showing respect and consideration for all members of the faculty, staff, and administration and their property. Positive role modeling is shown through interactions with others, communication, actions on or off campus, and character
- Have the ability to work independently without direct supervision

Timeline and Training Dates:
- **January 18 – February 4**: Applications open
- **February 7, 9, 10 (5 – 7 PM)**: Group Interviews
- **February 11**: WoW Leader Selections
- **February 17**: WoW Leader Kickoff
- **March 17**: WoW Leader Training
- **April 7**: WoW Leader Partner Pairing Party
- **August 13 – 14**: WoW Leader Training
- **August 15 – 21**: Weeks of Welcome programmatic commitments
- **August 22 – 27**: Weeks of Welcome continue – no required programmatic commitments

**Compensation:**
This position is a volunteer position. WoW leaders will be provided meals during designated WoW training events and programmatic commitments. WoW leaders will also be provided with t-shirts to wear during the program. WoW leaders will be invited to a thank you dinner banquet in the fall semester.

**WoW Leader Learning Outcomes:**
- (Learning & Reasoning): Leaders will increase their understanding on identifying others perspectives
  - HOW: Leader Trainings
- (Communication & Digital Technology): Leaders will build confidence in communication skills and small group facilitation
  - HOW: Leader Training, small group facilitation
- (Self Awareness & Personal Behavior): Leaders will increase their confidence in working independently

**WoW Participant Learning Outcomes:**
- Participants will be able to identify campus resources and how to access them
  - HOW: small group time, “find your class schedule” activity, campus resources given to students throughout the week by WoW Leaders in organic conversation
- (Self Awareness & Personal Behavior): Participants will be able to articulate their personality types
  - HOW: Provide students with an activity to assess their personality and leadership traits (Strengths, Myers-Briggs, DiSC, etc.) and have a small group discussion on the types
- Participants will feel connected to the University of Memphis and their class
  - HOW: Participating in the week, Frosh Frenzy, involvement fair
- (Leadership & Civic Responsibility): Participants will be given a hands-on opportunity to engage in the Memphis Community
  - HOW: WoW Day of Service
- (Learning & Reasoning): Participants will begin to create connects with faculty & staff members at the UoM
  - HOW: First Year Student Picnic, Coffee with the Colleges, Convocation, Involvement Fair
- (Teamwork & Collaboration) Participants will build collaborative relationships with those that have similar and different identities, beliefs, and views than them
  - HOW: Playfair, Involvement fair
- (Professional and Strategic Planning) Participants will be given time to identify their future goals as it relates to their major and possible career plans
  - HOW: Small group time, First Year Student Picnic guided table conversations
- (Communication & Digital Technology) Participants will be presented the opportunity to engage in meaningful conversation and practice active listening
  - HOW: Small group time