

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 full time in Fall 2025 courses at SIUE (will check in spring 2025)
 - Must be in good standing academically (cumulative GPA of 2.0 or higher) and good standing (cumulative GPA of 2.0 or higher) the semester before we start training (Fall 2024).
- *Returners will be tentatively rehired pending official grade check in December or early January.
- Must be in good standing judicially at the time of application and throughout time on staff: No open conduct cases and past conduct cases will be subject to review and will be reviewed on a case-by-case basis.
 - Understand and support the goals of the transition programs
 - 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 cannot serve as Welcome Leaders or FST Leaders but are eligible for NSO/TSO 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 (18-20 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
- 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

*Time commitment:

- Approximately 1 orientation session per week (8:00am-5:00pm)
- 1 team meeting per week (1-2 hours)

Welcome Weekend (approximately 30-35 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: \$15/hour; \$160 stipend added to Cougar Card for Spring 2025 training
- Welcome Weekend: \$300 stipend added to Cougar Card; \$140 stipend added to Cougar Card for Spring 2025 training
- First Semester Transition Courses: \$15/hour hired as a student employee; \$80 stipend added to Cougar Card for Spring 2025 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 and Orientation and Family Programs Specialist (NSO/TSO), New Student Transitions Specialist (WW), Assistant Director of Student Success (FST).

SELECTION PROCESS - APPLICATION

Returners:

Cougar Connector applications are due no later than **Friday, November 15, at noon**. Links to application information can be found at <https://tinyurl.com/mvb3bkyj>. Completed applications should include:

- 1) Online application
- 2) Sign up for an interview time
- 3) Presentation prepared

SELECTION PROCESS - INTERVIEWS

- Returning applicants will sign up for a 30-minute professional presentation & individual interview at the time. A link will be sent to everyone to pick an interview time slot.
- Professional presentation & individual interviews will be conducted Monday-Friday, November 18-22, in various office locations; dress is business casual attire. December 2-6 will be offered as interview times if needed.

SELECTION & OFFER ACCEPTANCE

All candidates will be notified of Cougar Connector selections by email on or before Thursday, December 12. Applicants will have until Tuesday, January 14, to accept or decline the offer.

SELECTION PROCESS - APPLICATION

New Applicants:

Cougar Connector applications are due no later than **Sunday, January 26, at 10pm**. Links to application information, including the required information sessions, can be found at <https://tinyurl.com/bdd6k7ea>. Completed applications should include:

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

SELECTION PROCESS - INTERVIEWS

- New applicants will sign up for an individual interview time January 28-31. Business casual attire will be expected.
- New applicants will sign up for a group interview time February 3-5.

SELECTION & OFFER ACCEPTANCE

All candidates will be notified of Cougar Connector selections by email on or before Friday, February 7. Applicants will have until Sunday, February 16, to accept or decline the offer.

Cougar Connector 2025-2026 Timeline (Tentative)

*Subject to change

Fall 2024

November 1; 8am	Friday	Application opens for all applicants
November 15; Noon	Friday	Returning Applications Due
November 18-22		Returning Interviews and Presentations
December 12	Thursday	Returning Applicants Offered CC positions

Spring 2025

January 14; End of day	Tuesday	Returning Applicants Accept/Decline CC Offer
January 26; 10pm	Sunday	New Applications Due
January 28-31	Monday-Friday	New Applicant Interviews
February 3-5	Monday-Wednesday	New Applicant Group Process
February 7	Friday	New Applicants Accept/Decline CC Offer
February 18; 5-7:00pm	Tuesday	O-Team, WL, FST: Mand. Training
February 25; 5-7:00pm	Tuesday	O-Team, WL, FST: Mand. Training
March 4; 5-7:00pm	Tuesday	O-Team, WL, FST: Mand. Training
March 18; 5-7:00pm	Tuesday	O-Team, WL, FST: Mand. Training
March 25; 5-7:00pm	Tuesday	O-Team, WL: Mandatory Training
April 1; 5-7:00pm	Tuesday	O-Team, WL: Mandatory Training
April 8; 5-7:00pm	Tuesday	O-Team, WL: Mandatory Training
April 15; 5-7:00pm	Tuesday	O-Team: Mandatory Training
TBD		O-Team Retreat

Summer 2025

June 5	Thursday	O-Team: Logistics Training
June 6; 8am-5pm	Friday	O-Team: New Student Orientation
June 13; 8am-5pm	Friday	O-Team: New Student Orientation
June 27; 8am-5pm	Friday	O-Team: New Student Orientation
July 11; 8am-5pm	Friday	O-Team: New Student Orientation
July 15; 8am-5pm	Tuesday	O-Team: Transfer Student Orientation
July 18; 8am-5pm	Friday	O-Team: New Student Orientation
July 25; 8am-5pm	Friday	O-Team: Transfer Student Orientation
July 28; 8am-5pm	Monday	O-Team: New Student Orientation
August 1; 8am-5pm	Friday	O-Team: New Student Orientation
August 4; 8am-5pm	Monday	O-Team: Transfer Student Orientation

Fall 2025

August 12; 1pm-5pm	Tuesday	FST Mentors Logistics Training
August 13-14; 8am-5:00pm	Wednesday-Thursday	WW Logistics Training
August 15-17, 7am-12am	Friday-Sunday	WW: Welcome Weekend
August 18; 1 hr. shift	Monday	WW: Ask Me
August 18; 2-3hrs/week	Monday	FST Mentors: Courses Begin
Friday December 12		FST Mentors: Courses End
November 14	Friday	O-Team: Transfer Student Orientation

December 3
December 5

Wednesday
Friday

O-Team: Transfer Student Orientation
O-Team: New Student Orientation

Spring 2026
January 11

Sunday

O-Team: New Student Orientation