SOAR (Student Orientation, Advisement, & Registration) Leader Position Description
Academic Year 2018-2019

The primary goal of a SOAR Leader is to help facilitate the transition of international, graduate, and undergraduate students to the Illinois Institute of Technology. The SOAR Leader will serve as a positive role model for incoming students by helping them connect to campus resources, sharing their experiences as a student, and answering basic questions about Illinois Tech. SOAR Leaders will help facilitate small group sessions with their groups about being a student at Illinois Tech. Lastly, SOAR Leaders serve as a vital member of the Illinois Tech community by creating an inclusive community where all students feel welcomed.

Terms of Service
• Serve as a SOAR Leader from May 15, 2018 to May 10, 2019
• To be present for the following dates:
  o Student Life Leader Training, May 15-16, 2017
  o SOAR Leader Training: June 11-14, 2018
  o Summer SOAR Sessions
    ▪ SOAR Session I: June 19-20
    ▪ SOAR Session II: June 27-28
    ▪ SOAR Session III: July 10-11
    ▪ SOAR Session IV (Transfer): July 21
    ▪ SOAR Session V (Undergraduate): August 13-14
    ▪ Graduate SOAR: August 16
  o Winter SOAR: January 2018
• Aid with Student Leader Selection by assisting with information sessions and Group Process.

Description of Role and Responsibilities
• Attend and participate in all spring/summer training sessions, orientation sessions, and staff meetings.
• Serve as a positive representative of the university to new students and their guests.
• Portray Illinois Tech, its policies, agencies, services and Campus Life in a professional manner to new students and parents.
• Assist students in becoming active and engaged members of the Illinois Tech community.
• Lead a group of 15-20 new students; facilitate group discussions, guide students to sessions across campus, and eat together as a group.
• Promote interaction among groups of new students during small group discussions, icebreakers, meals, and activities.
• SOAR Leaders are required to be on time and available for the entire time scheduled.
• Assist SOAR staff in implementing SOAR including check-in, set-up/tear-down, advising, and campus tours.
• Be a source of information regarding academics, policies and procedures, campus services, activities, building locations, and all other aspects of life at Illinois Tech.
• Assist in the promotion and attendance of Welcome Week and other Campus Life events.
• Promote an inclusive environment for all students who come to SOAR.
• SOAR Leaders will be required to live in on-campus housing during the time of SOAR.
• Other duties as assigned.

Position Requirements
• Be a registered, undergraduate student at Illinois Tech in good academic and behavioral standing and to maintain a minimum 2.5 GPA during the employment period.
• During SOAR Sessions, SOAR Leaders will work 20 plus hours per week and cannot work more than 20 hours at another on-campus job. Any commitments over 20 hours per week must be discussed with your supervisor.
• Display strong interpersonal communication and leadership skills as well as the potential to develop these skills.
• Possess the ability and desire to work with diverse individuals and promote inclusivity at Illinois Tech.
• Complete all duties described in the SOAR Leader position description, as well as additional duties designated by your supervisor or Campus Life Staff.
• Attended Illinois Tech for at least 1 semester.

If at any time you have questions regarding any requirements, the application process, please contact The Office of Campus Life at campus.life@iit.edu or 312.567.3720.