

SOAR Leader Application and Position Description

We are thrilled you are interested in joining the 2020 SOAR team! New Student & Family Programs (the department that runs SOAR) is searching for caring, dedicated, and enthusiastic candidates to serve students and families as they join the Missouri State University community.

This document provides a lot of information regarding the SOAR leader position, including qualifications, requirements, and time commitments. If you continue to have questions, reach out to us at NewBears@MissouriState.edu or call us at (417) 836-7641. My staff and I would be happy to find answers for you.

Go Bears,

Joe Morris

Director

New Student & Family Programs (NSFP)

SOAR Leader Responsibilities

The following is a summary of expected duties for SOAR leaders. **The list is not comprehensive, and additional duties may be assigned at any time.**

Assistance to Students and Family Members

- Welcome new students and family members to the University and assist them in SOAR check-in.
- Serve as a role model and facilitator for new students and be accessible for interaction with students and their families to make them feel comfortable, answering any and all of their questions.
- Be a source of information regarding academics, policies and procedures, campus services, activities, building locations, and other aspects of life at Missouri State.
- Conduct well-organized, thorough group meetings and discussions for new students and their family members. SOAR leaders will be required to present and explain specific information.
- Work in partnership with academic advisors to help students develop a class schedule that will maximize opportunities for success their first semester.
- Represent all University organizations equally and accurately to new students and their family members.

Administrative Duties

- Assist in the organization and preparation of SOAR activities.
- Participate in SOAR presentations and provide constructive feedback regarding potential improvements.
- Assist with the assembling of SOAR materials for all sessions.
- Assist presenters, college representatives, academic advisors, and other administrators as needed.
- Maintain regular communication with NSFP staff, discussing with them situations that warrant their attention or action.
- Participate in all assigned duties of SOAR fully and with a positive attitude while taking initiative with unanticipated tasks or problems.

Please note that throughout training and the job itself, requirements may be added or removed. You must be willing to accept other duties as assigned. All dates and times given are to the best of our knowledge; they may change depending on finalization of the University calendar and SOAR planning.

Position Description

Eligibility

To be eligible to serve as a SOAR leader, each candidate must:

1. Demonstrate a desire to learn about Missouri State University, its regulations, its people, and its programs and to share this information with others.
2. Possess the following qualities:
 - a. Maturity
 - b. Responsibility
 - c. Initiative
 - d. Motivation
 - e. Flexibility
 - f. Enthusiasm
 - g. Integrity
 - h. A strong and positive work ethic
 - i. A commitment to personal and team development
3. Exhibit leadership potential.
4. Exhibit good interpersonal communication and group presentation skills.
5. Be eager to improve leadership and teamwork skills.
6. Be able to work effectively with a diverse group of team members and to promote the benefits of diversity.
7. Positively represent Missouri State University, particularly to new students and family members.

Requirements

All applicants must:

- Be an undergraduate, degree-seeking student currently enrolled at Missouri State University.
- Be enrolled in a minimum of 12 credit hours at Missouri State University for the Fall 2020 semester.
- Possess and maintain a cumulative grade point average of at least 2.75 throughout selection and employment.
- Be in good disciplinary standing throughout selection and employment.
- Complete IDS 280 in the Spring 2020 semester with a grade of C or better.
- Work no other on-campus positions during the summer.
- **Attend in full all events listed in the “Required Dates for SOAR Leaders” section below.**

Terms and Conditions of the Position

Length of position

The duration of this position is January 2020 through the first week of classes in January 2021 with the majority of the workload occurring from May through August 2020. See the heading “Required Dates for SOAR Leaders” below for a full list of dates.

Training course

Candidates selected to become SOAR leaders will be **required** to enroll in *IDS 280: Student and Life Leadership*, held from 4 – 5 PM on Mondays and Wednesdays during the Spring 2020 semester. Students must complete this course with a C or better in order to serve as a SOAR leader.

Other training activities

SOAR leaders will participate in daily training activities from May 25 to June 4, 2020. Training activities will typically run from 8 AM to 5 PM (times are approximate and subject to change). SOAR leaders will be expected to attend evening activities as scheduled by professional staff (e.g. welcome and tradition practice, advising room decoration, etc.)

Sessions

SOAR leaders are required to participate in all SOAR sessions held during their period of employment, including two-day sessions during the summer and one-day sessions before Fall, Spring, and Summer semesters.

1. SOAR leaders are prohibited from leaving campus without permission during any SOAR session. They will be required to adhere to a curfew of 12 PM on the evening before two-day sessions. SOAR leaders must be in the residence halls and will not be allowed to leave campus from that point through the end of the second day of each session.
2. NSFP does not restrict SOAR leaders from having other employment during our one-day sessions before Fall, Spring, and Summer semesters. However, it is expected that SOAR sessions take priority. It is **SOAR leaders' responsibility to make arrangements to work these sessions. SOAR leaders will NOT be excused from working sessions due to scheduling conflicts.**
3. One-day sessions before Fall and Spring semesters take place the week before the start of classes; therefore, SOAR leaders are expected to return to Missouri State from breaks early. NSFP can advocate for early arrivals to Residence Life, Housing and Dining Services for SOAR leaders residing on campus. Contact the Director for assistance.

SOAR Carousel and recruitment

SOAR leaders are required to participate in SOAR Carousel. An exact date has not been set, but the event generally occurs from 8 AM to 5 PM on a Saturday in early November. (SOAR leaders will be informed as soon as a date is confirmed.)

SOAR leaders are not required to assist with recruitment activities, but may be encouraged to help by NSFP staff.

Summer courses

SOAR leaders may not take in-person classes during the summer. Additionally, online courses are highly discouraged due to the summer schedule. The decision to complete an online course during the summer should be discussed with the professional staff, and will be limited to one per term if necessary.

Employment and leadership positions

No conflicting on-campus employment or leadership position is allowed from May 26, 2020 through July 28, 2020 and August 12, 2020 through August 13, 2020. (Exceptions may be granted if a SOAR leader is selected to

serve as an Ursa Experience leader.) During other times employment is allowed, but must not conflict with training or sessions.

Housing

SOAR leaders are required to live in a specified residence hall beginning approximately on May 26, 2020 and continuing until July 28, 2020. Specifically, SOAR leaders must stay in their room every night that SOAR students are in the residence halls.

1. As a resident of University Housing, you will be required to follow all Housing policies. In addition, no alcohol will be permitted in any part of the residence hall while living on campus. This applies to all SOAR leaders regardless of age.
2. Another SOAR leader will be assigned as a roommate for the duration of the summer.
3. Rooms will be provided by NSFP at no cost to SOAR leaders.

Remuneration/Payment

First-year SOAR leaders will be paid an hourly wage of \$8.60/hr. For training and SOAR sessions occurring late May through late July, SOAR leaders will typically work 40 hours a week (hours are approximate and subject to change). In addition, SOAR leaders will receive a meal plan during the summer, housing during the summer, and shirts used as uniforms for sessions.

Attire

Each SOAR leader must present a positive image of Missouri State University by dressing appropriately for all sessions and maintaining professional bodily hygiene. Each SOAR leader will receive uniform polos and shirts and will be required to have their own khaki shorts, socks, and shoes. In addition, to create a professional image, shirts and jerseys will be required to be tucked in at all times, and the appropriate provided nametag must be worn at all times. Failure to abide by dress code may result in being sent home to change and may receive additional disciplinary action.

Absences and Tardiness

SOAR leaders are required to be on time and available for all scheduled training and SOAR sessions. Due to the relatively brief tenure SOAR sessions are offered, **SOAR leaders are not permitted vacation time or leave for other activities**. Time off, therefore, is permitted for emergencies only. SOAR leaders are expected to notify NSFP professional staff of absences to be considered for an excused absence. SOAR leaders will be responsible for obtaining all information missed. There is a system in place to hold all SOAR leaders accountable for all tardies and absences which may include deduction of pay.

Social media

While not required, SOAR leaders may connect with their students via social media after SOAR sessions using the guidelines established below.

1. SOAR leaders are prohibited from using their personal social media accounts to communicate with SOAR students until their first semester classes have begun. If you choose to create a Twitter or Instagram account for your group, your handle will be @SOAR20_(insert name or group number). For example: @SOAR20_Robert or @SOAR20_Group13 would be acceptable.

2. All social media accounts associated with your group must align with the values of the University and the NSFP office. All accounts should only be used for transmitting information regarding Missouri State events or reminders or responding to questions from group members.
3. These accounts must be disaffiliated from personal campus involvement, viewpoints, and agendas.
4. The use of these social media sites should not be a distraction from your daily SOAR responsibilities and only used during designated times.

Greek Affiliation

SOAR leaders affiliated with a fraternity or sorority organization will be **required** to disaffiliate from May 26, 2020 to July 28, 2020, as well as during any one-day SOAR sessions in January, June, and August.

1. During these times, SOAR leaders will not be allowed to wear or display their letters on their person, electronic devices, social media, etc.
2. SOAR leaders may not discuss their organizational involvement with any SOAR students or family members. They may, however, discuss fraternity and sorority life in a broad, non-specific sense.
3. SOAR responsibilities will take precedence over sorority or fraternity obligations. Because of scheduling conflicts, this means that **SOAR leaders will not be able to participate in fall fraternity or sorority recruitment activities if they overlap with scheduled SOAR sessions**. SOAR leaders are discouraged from accepting any sorority or fraternity leadership positions which require participation in recruitment activities conflicting with SOAR sessions.

Conduct

Students must maintain good disciplinary standing in order to serve in the SOAR leader position. NSFP retains **the right to periodically check SOAR leaders' and candidates' grade point averages and student conduct records** during selection and employment.

1. SOAR leaders must abide by all University policies, the Code of Student Rights and Responsibilities, the SOAR Leader Agreement, and all housing rules and regulations at all times throughout employment.
2. SOAR leaders will refrain from consuming alcoholic beverages or any illegal substances during all SOAR sessions, training, or related activities, including the training workshops and when specifically representing Missouri State University.

Application and Interview Process

There are several stages to the selection process.

1. The Application

Candidates must submit an online application. Candidates will also need one online recommendation to be submitted on their behalf by a faculty member, a staff member, or a graduate assistant who teaches your course or supervises your work. All materials from the application process are due by **5 PM on Wednesday, November 6**.

2. SOAR Carousel

SOAR Carousel is an interview process during which candidates perform in activities and situations SOAR leaders typically encounter during orientation sessions. NSFP offers both a morning and an afternoon Carousel session on **Saturday, November 9**; while candidates can note their preferred

session on their application, they will be **REQUIRED** to attend an assigned session in order to be considered for a position.

3. Individual Interview

A limited number of high-ranking candidates from SOAR Carousel will be invited to a half-hour interview with NSFP staff. Candidates will sign up for an available interview time between **November 13 and 22**.

Team selections will be announced by **Monday, December 2**. Details regarding the application and interview process, including online submission forms, can be viewed at MissouriState.edu/SOARleader.

Missouri State University adheres to a strict non-discrimination policy and does not discriminate on the basis of race, color, national origin (including ancestry, or any other subcategory of national origin recognized by applicable law), religion, sex (including marital status, family status, pregnancy, sexual orientation, gender identity, gender expression, or any other subcategory of sex recognized by applicable law), age, disability, veteran status, genetic information, or any other basis protected by applicable law in employment or in any program or activity offered or sponsored by the University. Sex discrimination encompasses sexual harassment, which includes sexual violence, and is strictly prohibited by Title IX of the Education Amendments of 1972.

Required Dates for SOAR Leaders

Date	Activity
Tuesday, May 26, 2020	Residence Hall Move-In and Training Activities
Wednesday-Friday, May 27-29	SOAR Leader Training
Monday-Wednesday, June 1-3	SOAR Leader Training
Thursday, June 4	SOAR Leader and Advisor Training
Friday, June 5	Summer Semester SOAR
Monday, June 8 & Tuesday, June 9	SOAR Session
Wednesday, June 10 & Thursday, June 11	SOAR Session
Monday, June 15 & Tuesday, June 16	SOAR Session
Wednesday, June 17 & Thursday, June 18	SOAR Session
Monday, June 22 & Tuesday, June 23	SOAR Session
Wednesday, June 24 & Thursday, June 25	SOAR Session
Monday, June 29 & Tuesday, June 30	SOAR Session
Wednesday, July 1 & Thursday, July 2	SOAR Session
Monday, July 6 & Tuesday, July 7	SOAR Session
Wednesday, July 8 & Thursday, June 9	SOAR Session
Monday, July 13 & Tuesday, July 14	SOAR Session
Wednesday, July 15 & Thursday, July 16	SOAR Session
Monday, July 20 & Tuesday, July 21	SOAR Session
Wednesday, July 22 & Thursday, July 23	SOAR Session
Monday, July 27 & Tuesday, July 28	SOAR Session
Wednesday, August 12	Fall One-Day SOAR
Thursday, August 13	Fall One-Day SOAR

Date

Saturday in early November 2020 *

Thursday, January 7, 2021

Friday, January 8

Activity

SOAR Carousel

Spring One-Day SOAR

Spring One-Day SOAR

** An exact date for SOAR Carousel has not been set, but the event generally occurs from 8 AM to 5 PM on a Saturday in early November. SOAR leaders will be informed as soon as a date is confirmed.*