

# UPIKE FIRST WEEK LEADER

---

**Division:** Support Services

**Department:** First Year Experience

**Experience:** Entry-level

**Job Code:** FWSUPFWKSTDAMB

**Supervisor/Reports To:** Sara Coots/Stephanie Stiltner **Start Date:** 8/1/2025

---

Welcome new students to UPIKE and help them transition to college life. Ideal for students with strong communication skills and enthusiasm for building an inclusive campus community.

## **Responsibilities and Career Competencies:**

1. Plan, organize, and facilitate orientation activities and events to introduce new students to campus life and resources – C, P, CSD, CTR, L
2. Collaborate with other leaders and staff to ensure smooth orientation programming – C, TW
3. Host at least one breakout session – CSD
4. Serve as a resource and point of contact for new students – C, CTR
5. Address questions and concerns from new students – C, P
6. Demonstrate enthusiasm for campus life and uphold university policies – P, CTR, L
7. Work collaboratively with fellow leaders and staff – C, TW, P
8. Participate in training sessions and meetings – CSD, CT, T
9. Collect feedback from students and staff to assess program effectiveness – C, CSD, CT, T
10. Provide constructive input for improving future programs – P, CSD, CT, L, T

**Competencies/Skills:** Communication (C), Teamwork (TW), Professionalism (P), Career & Self Development (CSD), Critical Thinking (CT), Community Transformation (CTR), Leadership (L), Technology (T)

---

**Education Requirements:** Currently enrolled as a full-time undergraduate student in good academic standing at UPIKE.

**Preferred Skills:** Interpersonal communication, leadership experience in campus organizations, knowledge of campus resources, dependability, enthusiasm.

**Work Schedule:** Training prior to UPIKE FIRST Week. Prep days: August 12-16 & August 19-20. UPIKE FIRST Week: August 20-25. Flexible evenings/weekends during orientation events.

**Work Conditions:** Indoor and outdoor event environments.

**Physical Demands:** Standing, walking, moving supplies.

**Number of Positions:** Varies

**Pay Rate:** \$8.75/hour

**Location:** UPIKE Campus

---

**To Apply:** Submit resume and cover letter. Participate in interview/selection process.

**Application Notes:** Resumes and applications will be reviewed to determine if you meet the required qualifications for the position. If it is determined that you meet the required qualifications, your application materials will be used to identify a top group of the most highly qualified candidates. The University of Pikeville is an equal opportunity employer committed to assembling a diverse, broadly trained faculty and staff. The University of Pikeville does not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age or disabilities in its programs, activities, hiring, or the admission of students.