

# 2022-2023 TITAN GOLD CORPS – INFORMATION



## AWARD

Students who are selected as one of the seven Titan Gold Corps members will receive:

- Cost of room and board, as well as \$300 Titan Dollars for books and Titan apparel. The compensation package is based upon residence hall standard double occupancy rates, classic meal plan and a book/apparel stipend (\$200 first semester, \$100 second semester). This equates to approximately \$7,800 per year before taxes.
- Potentially renewable each year upon successful application review, performance evaluation, full-time credit status, good academic standing and exemplary discipline standing, specifically: (a) a minimum cumulative GPA of 2.75, with no semester below a 2.0; and, (b) good disciplinary standing, free of sanctions and/or convictions.

## JOB REQUIREMENTS

To be considered for the position, you must:

1. Be a full-time UW Oshkosh student
2. Support the University's commitment to equity, diversity and inclusion
3. Have at least one year of experience living in a University residence hall or willing to live in a residence hall during the first year in the position.
4. Enjoy public speaking
5. Be comfortable working with diverse groups of students and guests
6. Maintain a cumulative collegiate GPA of 2.75 or higher
7. Demonstrate exemplary leadership potential
8. Be comfortable using social media to communicate with prospective students
9. Be involved in on-campus extracurricular activities
10. Be free of disciplinary sanctions and/or convictions
11. LOVE UW Oshkosh!

## JOB DUTIES/RESPONSIBILITIES

The following are the most common job responsibilities associated with this position:

1. **CAMPUS TOURS**
  - a. Lead between 2 and 4 campus tours per week, plus work up to 5 Saturday mornings each semester (approximately 9 a.m. – 12:30 p.m. on Saturday).
  - b. Work and give tours over the three-week J-term and May-term sessions. You must be able to work both interim sessions.
  - c. Assist with campus tours for special group visits, campus preview days and other admissions recruitment events.
2. **ADMISSIONS RECEPTION DUTIES**
  - a. Assist the front desk reception staff and other admissions staff in projects and administrative duties. Total scheduled time commitment per week, including tours, is approximately 12 hours. (Wage is approximately \$18 per hour).
  - b. Answer phone calls, interact with on-campus guests, send emails, process mail and participate in some data entry / data verification.
  - c. Participate in after-hours calling campaigns for prospective students 3-4 times per semester.
3. **CORRESPOND WITH PROSPECTIVE STUDENTS**

- a. Be involved in social media initiatives within the admissions office: post to social media groups, write blogs, take photos, etc., daily.
4. MISCELLANEOUS DUTIES AS ASSIGNED
- a. Accompany admissions counselors on high school visits / college fair visits as schedule permits.
  - b. Other duties as assigned by the admissions office.

#### APPLICATION PROCESS:

The position of Titan Gold Corps is posted on Handshake. A cover letter, resume and reference letter is required. Further information about the reference letter is provided below. Along with your completed application, please submit the following materials to the admissions office:

1. A cover letter expressing your interest in being a member of the Titan Gold Corps and stating the talents and skills you would bring to your role as a student ambassador for UW Oshkosh.
2. Resume listing your previous work experience, extracurricular involvement, evidence of group work skills/teamwork, evidence of public speaking skills and leadership potential.
3. Your response to one of the following application statement questions:
  - a. Why did you choose UW Oshkosh? What is your favorite thing about UW Oshkosh?
  - b. What are three ways that your involvement at UW Oshkosh shaped your experience here so far?
  - c. What has been your favorite experience or memory from your time at UW Oshkosh?

*Note that the statement should be typed on a separate document and be between 500-1000 words.*

4. A **letter of reference** from a nonrelative (professor, former teacher, supervisor, leader of a community service organization, church representative, etc.) that provides three reasons you would be an ideal member of the Titan Gold Corps team. These letters may be submitted with your application or emailed directly to Nicole Jackson at [jacksonnr@uwosh.edu](mailto:jacksonnr@uwosh.edu).

\*\* Applications will not be reviewed by the selection committee until ALL materials are received. \*\*

#### APPLICATION/INTERVIEW ASSISTANCE

We **highly suggest utilizing the services and resources offered through Career and Professional Development** at UW Oshkosh to prepare your application: specifically for your cover letter and/or resumes. They will also be able to assist with interview preparation. For help, check out their website at <https://uwosh.edu/career/student-resources/> or contact them directly at (920) 424-2181. If you prefer to stop by in-person, they are located on the first floor of the Student Success Center, Suite 125.

Career and Professional Development also offers the "Career Closet," which provides professional clothing at no cost to students. You can select up to four items of clothing per semester.

#### IMPORTANT NOTES

Note: University of Wisconsin system policy requires background checks to be completed for all job applicants.

**Review of application materials will begin after Friday, February 25, 2022 and will continue until all positions are filled. Titan Gold Corps members will be announced in a timely fashion after the conclusion of candidate interviews held in March 2022.**

**The start date of the 2022-2023 Titan Gold Corps is the beginning of the fall 2022 semester; however, selected students begin paid tour training as soon as possible in the spring 2022 term.**