

2023-2024 Student Executive Board Important Dates

The following are **REQUIRED** time commitments expected of executive board members, unless discussed with Rachel Iverson and Emily Gerber ahead of time. Times listed include typical call times or set up times. All dates and times are subject to change based on the university's decisions regarding programs and the ongoing COVID-19 pandemic.

Fall 2022

- **HR Meeting with The Hub (As Applicable)** – Before Thursday, December 2
- **Exec Kickoff Meeting** - Friday, December 2 from 6:00PM – 7:30PM
- **Onboarding Meeting with STFP Staff Supervisor (30 Mins)** – Before December 9

Winter Break 2022 - 2023

- **Exec Onboarding Modules** – Due Thursday, January 12
- **Exec January Retreat and Winter Welcome:** Starting January 10 through January 14
 - Early Move-In on anticipated on Monday January 9 between 9:00AM – 5:00PM.
 - Calendar hold for retreat and training on-campus between 9:00AM – 7:00PM each day
 - Assisting with Winter Welcome Events

Spring 2023

- **Weekly 1:1 Meeting with Professional Staff Supervisor:** Starting January 28 through May 6
- **Weekly Office Hours:** Starting January 16 through May 5
 - Approximately 6 hours per week, starting January 23
 - Office hours must take place during business hours Monday – Friday 9:00AM–7:00PM
 - This includes a 60-minute Exec team meeting, time TBD by team availability
 - These hours may be flexed accordingly with other Exec duties such as recruitment, selection, and training that may occur outside regular business hours
- **WUSA Recruitment:** Between January 23 – February 3
 - Responsibilities may include tabling, working with social media, information sessions making announcements at GBMs and large lecture courses, and other duties as assigned
- **WUSA Applications Reading:** Between February 10 and February 13
 - Typically requires spending 5 – 8 hours reading applications
 - Duties may include scheduling, working on spread sheets, and reading applications
- **WUSA Individual Interviews:** Hold business hours between February 21st and February 28th
 - Busy time; we ask Exec members to hold this entire week and to not schedule for anything else during this time.
 - Responsibilities may include interviewing, packing materials for logistics, inputting scores, and managing logistics and other duties as assigned
- **WUSA Group Interviews:** Hold afternoons and evenings between March 6 and March 9
 - Busy time; we ask Exec members to hold this weekend and to not schedule for anything else during this time.

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- Responsibilities may include interviewing, packing materials for logistics, inputting scores, and managing logistics and other duties as assigned
- **WUSA Training:** 2 – 2.5 hours weekly between April 3rd and April 24th, including preparation
- **First Year Finale:** Anticipated Late-April

Summer 2023

- **Execs who have a permanent address in Missouri or Illinois**
 - Exec will be allowed to work in a limited capacity remotely if they have a Missouri or Illinois address (can be an apartment lease).
 - This may include: email and phone call communications, follow up with WUSAs, and coordination with STFP Staff
- **Execs who do not have a housing address in Missouri or Illinois OR Execs who have full time employment at the university for the summer outside of the Exec job**
 - Exec will be unable to work remotely if they do not have a residence or apartment lease in Missouri or Illinois
 - Exec will be unable to work remotely if they have full time employment (40 hours / week) with another WashU entity over the summer. Please communicate with your supervisor so they can coordinate dates for a temporary work break from the STFP office
 - The STFP office will make sure you have the option of seeing updates via email while you are unable to work
- **Execs who are interested in working in an internship or student worker capacity during the summer**
 - Please talk with Reggie Gacad. The STFP office hires on Execs for part time or full-time work over the summer. In typical years, we will have 3 – 4 positions for folks who are interested.

Anticipated August 2023*

- **Exec August Training and Bear Beginnings Preparation:** Anticipated August 9 – August 11
 - Exec Move-In anticipated on August 8 between 9AM and 5PM.
 - Training begins starting August 9 and runs through August 11.
 - You will typically be working between 9:00AM and 7:00PM on these days. Some of the work will be independent.
 - Training consists of modules, team meetings, and supervisor meetings
 - Responsibilities may include preparing for Camp WUSA, preparing logistics and materials for student leaders and new students which sometimes includes resource development, packing, bag stuffing, and working through scheduling
- **Camp WUSA and Bear Beginnings Preparation:** Anticipated August 13 – August 17
 - You will be typically working 12+ hour days, typically starting at 9:00AM and typically ending at 9:00PM. We will shift hours as needed and are able to.
 - Responsibilities may include facilitating training, managing WUSA teams, packing materials, preparing items for WUSAs and new students, and preparing for Bear Beginnings.

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- **Bear Beginnings:** Anticipated August 20 – August 27
 - Work hours will range depending on the needs of Bear Beginnings. We have seen the following.
 - Please anticipate working between 5 and 15 hours per day. Early shifts may begin as early at 7:00AM, and evening shifts may end as late at 11:00PM.
 - Responsibilities may include working on preparing logistics for Bear Beginnings (i.e., packing, stuffing, preparing materials for new students and student leaders), working with student leaders, serving parent and family members, assisting campus partners, and other duties as assigned.

Anticipated Fall 2023

- **Weekly 1:1 Meeting with the Assistant Director or Coordinator of Student Transitions and Family Programs:** Starting August 28 through December 8
- **Weekly Team Supervision:** As applicable, WUSA accountability meetings, WUSA 1:1s, follow-up emails, etc.
- **Weekly 60 Minute WUSA Team Meeting:** Starting August 30 through December 10
 - As applicable, scheduled at the availability of the EXEC and WUSA Team
- **Monthly Exec Team Meetings:** Two times per month, 60-minute meetings scheduled at the availability of the Exec Team
- **Weekly Office Hours:** Starting August 28 through December 8
 - Approximately 3 hours per week, including weekly meeting with staff supervisor, starting August 31
 - Office hours must take place during business hours Monday – Friday 9:00 AM – 5:00 PM
 - This includes a 60-minute Exec team meeting, time TBD by team, as needed
 - These hours may be flexed accordingly with other Exec duties such as recruitment, selection, and training that may occur outside regular business hours
- **Symphony on the South 40:** Anticipated Mid-September
- **Fall WUSA Trainings and WUSA community development programming:** Wednesday, October 11, 6:00 p.m. -8:00 p.m. May be facilitated as team meetings, modules, and community development meetings.
- **Parent & Family Weekend:** Anticipated Friday, October 27 – Sunday, October 29
 - Busy time; we ask Exec members to hold this weekend and to not schedule for anything else during this time.
 - Responsibilities may include working on preparing logistics for Parent and Family Weekend (i.e., packing, stuffing, preparing materials for family members and student leaders), working with student leaders, serving parent and family members, assisting campus partners, and other duties as assigned.

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Anticipated Spring 2024

- **Spring WUSA Trainings and WUSA community development programming:** January 16, 5:00 p.m.- 8:00 p.m. May be facilitated as team meetings, modules, and community development meetings.
- **Bi-Weekly 1:1 Meeting with the supervising Coordinator of Student Transitions and Family Programs.**
- **Weekly Team Supervision:** As applicable, WUSA accountability meetings, WUSA 1:1s, follow-up emails, etc.
- **Weekly 60 Minute WUSA Team Meeting:** Weekly 60-minute WUSA Team Meeting: Scheduled at the availability of the Exec and WUSA Team from the beginning of the semester through the end of February. Biweekly Teams/email check-ins with WUSA Team: Take place from the beginning of March through the end of the semester. Approximately 1 hour every other week.