Second-Year Student Associate Position Description

Position overview
The 2SA position (Two-SA), or Second-Year Student Associate, is a semester-long student leader role that focuses on engaging with and supporting second-year students with their social belonging and academics at WashU. 2SAs are crucial to the continuation of academic, personal, cultural, and social integration of sophomores on campus throughout their third semester. In this capacity, 2SAs serve as resources for second-year students and assist WashU staff with implementing Sophomore Summit, second-year experience events, and other programs that are both academic and social in content.

Each Second-Year Student Associate (2SA) will work as a team of up to 15 2SAs to engage with second-year students. All 2SAs will attend trainings and monthly team meetings together, as well as bi-weekly one-on-ones with their supervisor, a professional staff member in the First Year Center. The Fall 2022 2SA team will work to ensure an interactive and engaging experience on each assigned excursion and will serve as guides to the class of 2025. This position is supervised by a professional staff members in the First Year Center.

Primary Duties:

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<th>Attendance and assistance in the implementation of second-year programs and learning outcome objectives</th>
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<td>Train around essential role responsibilities including facilitation, cultural competency, helping skills, and logistics</td>
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<td>3</td>
<td>Mentor and engage students through active and passive initiatives and community building opportunities</td>
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<td>Serve as a mentor and First Year Center representative for the second-year experience for the university community</td>
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<td>Perform other duties as assigned</td>
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Essential responsibilities:
- Attendance and assistance in the implementation of second-year programs and learning outcome objectives, as well as First Year Center initiatives. Roles may include serving as an onsite resource and contact during Sophomore Summit and targeted second-year experience programming, engaging with second-year students, and facilitating conversation and connection.
  - Sophomore Summit: Sophomore Summit is the new iteration of Sophomore Welcome and will occur August 26-28, 2022. Sophomore Summit is a two-day program designed to support students in the Class of 2025.
    - Return to campus for 2SA Training: Anticipated August 21, 2022. Arrival between 9:00 AM and 5:00 PM. 2SAs will have August 22nd to transition their space and prepare before training begins on August 23, 2022.
    - August 2SA Training: Attendance and participation in training to prepare for Sophomore Summit and fall semester.
  - Dates: August 21-25, 2022
  - First Year Center events: Typically, this may include St. Louis excursions and campus partner programming. These responsibilities and events will be divided among the fall 2022 2SA team. For events hosted by the First Year Center, 2SA teams will be assigned to assist with event set-up and clean-up.
  - Learning Outcome Objectives: Each second-year experience program must accomplish the following learning outcomes for the second-year students centered around community, experience, and feedback:
    - Continue exploring St. Louis building community within the Class of 2025 and WashU faculty
    - Participate in key university traditions and experiences throughout the fall semester
    - Participate in key academic workshops and receive critical feedback from advisors, faculty, and career counselors
  - Academic and Community Engagement Programming
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- The fall 2022 2SA team will be asked to serve as on-site contacts for workshops hosted by various university departments. Some potential workshop hosts includes but is not limited to:
  - Office of Undergraduate Research
  - Study Abroad
  - Career Center
- **Bi-weekly St. Louis Excursions**
  - The Fall 2022 2SA team will attend excursions with the Class of 2025 to various locations around St. Louis two weekends a month
  - The Fall 2022 2SA team will serve as leaders and point of contacts during excursions around St. Louis, including navigation to and from excursion locations
- Train around essential role responsibilities including facilitation, cultural competency, helping skills, and logistics. Participation at all trainings and meetings below are mandatory save for academic conflicts (examinations, tests, quizzes) or personal/familial emergencies (health, wellness, major event). All conflicts are collected at the start of the semester and must be cleared by their supervisor.
  - **Fall 2022 Training:** Five to seven mandatory trainings will occur throughout 2022, beginning in the summer
  - **Monthly Team Meetings:** The Fall 2022 2SA team will meet monthly to discuss team initiatives, upcoming responsibilities, and reflect on past programming
  - **One-on-One Meetings:** 2SAs will be required to meet with supervisor for bi-weekly one-on-one meetings
  - **Read Team Communications:** 2SAs will need to stay up-to-date on all email communications from First Year Center staff
- Mentor and engage students through active and passive initiatives and community building opportunities. 2SAs are required to document and follow up on all programming. Time will be spent reflecting on programming and student interaction and collecting data for future events and programs.
  - **Fall Engagement with second-year students**
    - 2SAs will communicate with second-year students via social media on a rotational basis
    - The Fall 2022 2SA team will provide opportunities for one-on-one check-ins and 2SA Hours on a rotational basis
  - Serve as a mentor and First Year Center representative for the second-year student experience.
  - 2SAs are required to share information with their supervisor and/or the Title IX Coordinator if a student on their sophomore student cohort discloses or they otherwise become aware of concerns of sexual harassment, sexual or relationship violence, or stalking.

**Qualifications & experience required:**
- Be returning, full-time undergraduate students in Junior or Senior standing for the Fall 2022 semester, studying on the Danforth campus.
- Must be in good academic and conduct standing for the 2022 spring, summer, and fall semesters.
- In our selection process, we look for candidates exemplifying these core attributes: Approachable, dependable, dedicated, knowledgeable, role-model, motivated, and self-sufficient.
- Maintain a cumulative GPA of 2.75 or higher and a semester GPA of 2.75 or higher during semesters employed. Applicants who have under a 2.75 cumulative GPA may still apply, however the FYC will consult with your 4-year academic adviser
- You may not serve as a 2SA if you are in a position or role that conflicts with the dates above.
  - Positions that may preclude an individual from serving in the 2SA role include First-Year WUSA, Resident Advisor, CS40 or Student Union Executive Officer, DUC Student Associate, Conflict Resolution Facilitators, or Student Technology Coordinator
  - 2SAs must be available during all dates and times described above; conflicts or anticipated conflicts must be addressed by the Assistant Program Coordinator before selection

**Compensation and benefits:**
The 2SA role is a compensatory position. We are working with Human Resources to determine the best compensation mechanism for 2SAs. 2SAs work approximately 80 hours starting in August through December,
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including overtime dedicated to trainings, event implementation, programs for second-year students, and task completion aimed at students transition.

Those who serve in the role will be provided meal cards for early return to cover food expenses during the period of time when meal plans are unavailable. First Year Center will cover all early arrival housing costs. First Year Center will provide Student Mentors with a uniform (staff shirts and over wear, and a nametag).

**For more information:**
For questions or more information, please email Dacoda Scarlett, Coordinator, or call First Year Center at 314.935.5040.