

First Year Center Executive Board Application

Instructions

Submit completed application and sign up for an interview by **NOON on MONDAY, NOVEMBER 9**. You will be asked to submit the following things on your application:

- Contact Information and General Personal Information
- 2 References
- Application Materials (short answers to questions, a scenario plan, and your resume)
- Acknowledgements

Please see below for more detailed information about the above items.

Provide the contact information for two qualified references.

Appropriate references include a WUSTL faculty or staff member, student group advisor, or off-campus job supervisor. Please select references that can focus on your dependability, flexibility, follow-through, leadership, creativity and ability to work on a team. We ask that you list a professional reference and not a student reference (i.e. your FYX). You will be asked to provide the name, relation, email, and phone number for each reference.

Application Materials

Please submit the application materials as outlined below for full consideration.

1. Please limit your responses to 200 words or less for each question.
 - a. Why do you want to be a FYC Executive Board member and what do you hope to gain from the position?
 - b. What unique skills would you bring to the board and your chair position of interest?
 - c. Are there any conflicts with dates/responsibilities that we need to be aware of?
2. Scenario Plan: Please submit a PDF with a plan for each scenario that applies to your application. Below are a series of questions based on the position you are applying for (Programming Chair, WUSA Chair). Each plan should be no longer than 2 pages. The information does not need to be presented in paragraph or essay form.
 - a. Programming Chair
 - i. Imagine you are responsible for planning a midterm-related event for 200 people. Your budget is \$500.
 1. What are the goals of the event? What does it set out to accomplish?
 2. What does the event look like?
 3. What are the steps needed to make the event happen?
 4. How will you promote the event on campus and get people to come? What is your marketing and communication plan?

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b. WUSA Chair- Training

- i. Imagine you are responsible for training new WUSAs on a topic of your choosing.
 1. What are the learning outcomes for the training?
 2. What method(s) of delivery (i.e. in-person, zoom, team meetings, 1:1 coaching, online modules etc) will you utilize? How will you keep WUSAs engaged?
 3. What are the steps need to make the training happen?
 4. How will you measure success for the training? What does your follow up plan look like?
3. Please submit a copy of your resume.

Acknowledge

-I have read and understand the position description, requirements, and commitments and agree to abide by all terms if selected. Furthermore, I acknowledge that the information contained in this application is factual and is a realistic assessment of my abilities. Since this position carries with it privileges and responsibilities, I hereby give the First Year Center and its designees to access my academic and student conduct records with Washington University. This information will be used for the sole purpose of determining my personal attributes and suitability for this position.

-I have contacted my references. They are aware the First Year Center will be contacting them regarding the FYX position.

-I have signed up for an interview via this link:

<https://www.signupgenius.com/go/4090445A9AC28A4F85-fyxinterview>