Position overview

The First Year Center Executive Board (FYX) is a team of student leaders hired by the First Year Center to create, plan, and implement programs that aid new students and their parents & families in their academic, social, and personal transition to Washington University. The 2020 – 2021 board (FYX 10) will be comprised of members who will work in one of various chair positions: WUSA Chair or Programming Chair.

Programming Chairs will have one of three focus areas: First-Year Experience Programming (FYP), Integrated Marketing and Communications (IMC), and Parent and Family Programming (PFP). The IMC Chair focuses on communications and resources. The Parent and Family Programming Chair and FYE Programming Chair focus on large-scale event planning and logistics.

Primary Duties:

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<tr>
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<th>Description</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>1</td>
<td>Assist with First Year Center Initiatives and programs for 12 to 5,000 new students, student leaders, and parent and family members ranging in scope from 1 hour to 9 days.</td>
<td>30%</td>
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<td>2</td>
<td>Develop and coordinate various communication and outreach strategies to populations (new students, family members, student leaders) through platforms such as e-newsletters, webinars, publications, and social media</td>
<td>30%</td>
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<td>3</td>
<td>Assist with the preparation regarding the recruitment, selection, and training of volunteer student leaders, with specific duties including: preparing materials for applications and interviews, managing logistics of recruitment and selection, implementing recruitment and selection for student leaders, and interviewing and evaluating candidates.</td>
<td>15%</td>
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<td>4</td>
<td>Assist with the development and implementation of student leader training and community development including the facilitation and coordination of trainings and discussions for 100 people and small groups</td>
<td>15%</td>
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<td>5</td>
<td>Perform other duties as assigned</td>
<td>10%</td>
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Essential responsibilities:

- **First-Year Experience Programming**
  - Assist with logistic support for large-scale programming including Bear Beginnings: New Student Fall Orientation and Parent & Family Weekend. Specific duties include: preparing materials for new students, preparing materials for WUSAs working with first-year students, creating action plans and organizational tools, utilizing various communication methods, and administering problem solving techniques
  - Assist with planning and coordination of First Year Center programming related to the first-year experience during the academic year. This may include First Day programming, WUSA off-campus and academic programs, Midterm Pop-Up, Final Pop-up, First Year Finale, and Symphony on the South 40
  - Act as a liaison with campus partners to improve the first-year experience including Residential Life, the academic divisions, and other departments in the Division of Student Affairs
  - FYX are required to share information with their supervisor and/or the Title IX Coordinator if a new student, student leader, or colleague discloses or they otherwise become aware of concerns of sexual harassment, sexual or relationship violence, or stalking
  - Other duties as needed

- **Integrated Marketing and Communications**
  - Develop communication and outreach strategies for all First Year Center programs and events
  - Coordinate digital and social media marketing to new students and families. This may include serving as the Facebook administrator for the Class of 2024 and Transfer & Exchange student facebook groups, coordinating First Year Center Instagram, and other social media initiatives
Programming Chair, First Year Center Executive Board

- Coordinate e-newsletters such as the *Bear Bulletin (First-Year, Transfer, and Exchange)*, *Family Ties* (occasionally working with the Parent and Family Chair), and *WUSA Insider* (Working with the WUSA Chairs)
- Assist with logistic support for large scale programming including Bear Beginnings: New Student Fall Orientation and Parent & Family Weekend. Specific duties include: preparing materials for new students, preparing materials for WUSAs, creating action plans and organizational tools, utilizing various communication methods, and administering problem solving techniques
- FYX are required to share information with their supervisor and/or the Title IX Coordinator if a new student, student leader, or colleague discloses or they otherwise become aware of concerns of sexual harassment, sexual or relationship violence, or stalking
- Other duties as needed

### Parent and Family Programming

- Assist with logistic support for large-scale programming including Bear Beginnings: Parent & Family Orientation and Parent & Family Weekend. Specific duties include: preparing materials for parent and family members, preparing materials for WUSAs working with new students, coordinating with campus partners, creating action plans and organizational tools, utilizing various communication methods, and administering problem solving techniques
- Assist with planning and coordination of First Year Center programming related to parent and family members during the academic year. This may include the Family Webinar Series and prospective student and family events hosted by the First Year Center.
- Collaborate with the Integrated Marketing and Communications Chair to create and send resources and important information to families, such as the *Family Ties* e-newsletter
- FYX are required to share information with their supervisor and/or the Title IX Coordinator if a new student, student leader, or colleague discloses or they otherwise become aware of concerns of sexual harassment, sexual or relationship violence, or stalking
- Other duties as needed

### Education & Experience Required:

- Be returning, full-time undergraduate students for the spring 2020 and fall 2021 semesters, studying on the Danforth campus. Exception may be granted by the First Year Center for applicants studying abroad spring 2020
- Must be in good academic and student conduct standing for the 2020 spring, summer, and fall semesters, as well as the 2021 spring semester
- 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
- Integrated Marketing and Communications Chair special requirements: Must have above average knowledge of digital & social media. Knowledge of graphic design software is not a requirement but it is preferred

### Salary range:

Hourly position. FYX members will be paid $9.45 per hour.

### How to apply:

Please submit application materials, including a resume, in person to the First Year Center. Applications will close on November 18, 2019 at Noon for a start date of December 2019.

### For more information:

For questions or more information, please contact Reggie Gacad ([regacad@wustl.edu](mailto:regacad@wustl.edu), 314.935.8350) or Dacoda Scarlett ([dscarlett@wustl.edu](mailto:dscarlett@wustl.edu), 314.935.7532).