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.

WUSA Chairs will have one of two focus areas: First-Year WUSA Chair and Transfer and Exchange (TX) WUSA Chair. The First-Year WUSA Chair will support students in the class of 2024 and a WUSA team focused around a residential community of first-year students. The TX WUSA Chair will support the 2020-2021 transfer and exchange students and a WUSA team focused around the transfer and exchange student population.

Primary Duties:

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<tr>
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<th>Duties</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>Supervise team of 5 to 15 WUSAs specializing in either first-year student support or transfer and exchange student support. Supervision includes facilitating training, guiding student leaders through responsibilities, and leading team meetings and check-ins</td>
<td>20%</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>
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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>20%</td>
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<td>5</td>
<td>Perform other duties as assigned</td>
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Essential responsibilities:
- First Year WUSA Chair (9 Positions)
  - Will supervise a WUSA team of 8 to 15 WUSAs based in one or two residential colleges. Supervision includes:
    - WUSA training during the spring, summer, and fall (Including Camp WUSA); running workshops and encouraging team cooperation
    - Guiding WUSAs through the planning process and implementation of events
    - Overseer supervises through completion of WUSA responsibilities
    - Weekly team meetings during the fall semester, and bi-weekly team meetings during the spring semester; 1-on-1 check-ins with WUSAs throughout the year
  - Serve as a liaison to RCDs and Residential Life
  - Assist with the preparation regarding the recruitment and selection of the WUSA League, with specific duties including: preparing materials for applications and interviews, managing logistics of recruitment and selection, and support on the selection of the WUSA League
  - 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 the Class of 2024, preparing materials for WUSAs working with first-year students, 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
WUSA Chair, First Year Center Executive Board

- Transfer and Exchange WUSA Chair (1 Position)
  - Will supervise a WUSA team of 5 to 9 WUSAs who work with the transfer or exchange student population. Supervision includes:
    - WUSA training during the spring, summer, and fall (Including Camp WUSA); running workshops and encouraging team cooperation
    - Guiding WUSAs through the planning process and implementation of events
    - Oversee supervisees through completion of WUSA responsibilities
    - Weekly team meetings during the fall semester, and bi-weekly team meetings during the spring semester; 1-on-1 check-ins with WUSAs throughout the year
  - Serve as a liaison to campus partners working with transfer and exchange students including: academic divisions, Office of International Students and Scholars, and Residential Life
  - Collaborate with the Integrated Marketing and Communications Chair to create and send resources and important information to transfer or exchange students such as the Bear Bulletin e-newsletter
  - Assist with the preparation regarding the recruitment and selection of the WUSA League, with specific duties including: preparing materials for application and interviews, managing logistics of recruitment and selection, and support on the selection of the WUSA League
  - Assist with logistic support for large scale programming including Bear Beginnings: Transfer and Exchange Student Orientation, Winter Welcome: Spring Exchange Orientation, and Parent & Family Weekend. Specific duties include: preparing materials for the Fall 2020 Transfer Cohort, Fall 2020 Exchange Cohort, and Spring 2021 Exchange Cohort, preparing materials for WUSAs working with transfer or exchange students, 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

*Education & experience required:*
- Must have served previously as a Washington University Student Associate (WUSA)
- Be returning, full-time undergraduate students for the spring 2020 and fall 2021 semesters, studying on the Danforth campus
- 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

*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, 314.935.8350) or Dacoda Scarlett (dscarlett@wustl.edu, 314.935.7532).