

First Year Center Executive Board – Important Dates

The following are **REQUIRED** time commitments expected of executive board members, unless discussed with Reggie Gacad and Dacoda Scarlett 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 2020

- **FYX Kickoff Meeting** - Wednesday, December 2 from 6:00PM – 7:30PM
- **Onboarding Meeting with FYC Staff Supervisor (30 Mins)** – Before December 10

Winter Break 2020 - 2021

- **FYX Onboarding Modules** – Due Thursday, January 14
- **FYX January Virtual Retreat – Between January 14 and 20**
 - Virtual meetings and retreat. Team Meetings on weekdays daily with various tasks and training on your own.

Spring 2021

- **Weekly 1:1 Meeting with the Assistant Director or Coordinator of the First Year Center:** Starting January 28 through May 6
- **Weekly Office Hours:** Starting January 28 through May 6
 - Approximately 6 hours per week, starting January 28
 - Office hours must take place during business hours Monday – Friday 9:00 AM – 5:00 PM
 - This includes a 60 minute FYX team meeting, time TBD by team
 - These hours may be flexed accordingly with other FYX duties such as recruitment, selection, and training that may occur outside regular business hours
- **Academic Pop-ups:** Anticipated Late February and Early April
- **WUSA Recruitment:** Between January 25 – February 19
 - 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 18 and February 22
 - 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 March 2 and March 10
 - Busy time; we ask FYX 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 23 and March 27
 - Busy time; we ask FYX members to hold this weekend 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 Selection Material Preparation:** Sunday, March 28 from 10AM – Noon as needed

First Year Center Executive Board – Important Dates

- **WUSA Selection:** Sunday, March 28 from 1:00PM – 4:00PM
- **WUSA Welcome:** Wednesday March 7
- **WUSA Training:** Weekly, 1 hour between April 12 and May 7
 - Trainings will include at least a team meeting to facilitate conversation around modules. If in-person, it may include a WUSA community engagement section.
- **First Year Finale:** Anticipated Late-April

Summer 2021

- **Email or Phone Check-Ins with Supervisor:** Schedule every 2-3 weeks: 30 minute check-ins over the summer.
- **Monthly FYX Team Meetings:** 1 hour check-ins with FYX Team over the summer
- **Weekly Office Hours:**
 - Chair positions do not require someone to be in St. Louis however, it is expected that you correspond virtually with First Year Center and WUSA team as applicable on a weekly basis via e-mail. FYX members are required to work between 2 – 5 hours as independent work on various tasks and assignments.
 - 1-2 FYX are eligible to work for the First Year Center in an internship capacity (20 hours or 40 hours) depending on the need and resources available. Interested FYX members should inquire with Reggie Gacad after being hired
- **Monthly WUSA Team Meetings:** 30 minute check-ins with WUSA Team over the summer

August 2021*

Please note that the below dates and responsibilities are subject to change with the university's plans around the COVID-19 pandemic.

- **FYX August Training:** Anticipated starting August 9
 - One week prior to Camp WUSA, FYX will increase hours virtually to 20 hours for training and preparation.
 - Training consists of modules, team meetings, and supervisor meetings
 - FYX will be required to work on projects and materials with additional hours
 - You will typically be working between 9:00AM and 7:00PM on these days. Some of the work will be independent.
 - Responsibilities may include preparing for Camp WUSA, preparing logistics and materials for student leaders and new students which sometimes includes virtual resource development, packing, bag stuffing, and working through scheduling
- **FYX Move-In Day:** Anticipated Saturday, August 14
- **Camp WUSA and preparing for Bear Beginnings:**
 - 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.
- **Bear Beginnings:**

First Year Center Executive Board – Important Dates

- 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.
 - **First Day:** Anticipated Monday, August 30, shift typically assigned as available in the morning

Fall 2021

Please note that the below dates and responsibilities are subject to change with the university's plans around the COVID-19 pandemic.

- **Weekly 1:1 Meeting with the Assistant Director or Coordinator of the First Year Center:** Starting August 30 through December 10
- **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 FYX and WUSA Team
- **Weekly Office Hours:** Starting August 30 through December 10
 - Approximately 3 hours per week, starting August 31
 - Office hours must take place during business hours Monday – Friday 9:00 AM – 5:00 PM
 - This includes a 60 minute FYX team meeting, time TBD by team, as needed
 - These hours may be flexed accordingly with other FYX 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:** Anticipated Monthly, Mid-Month. May be facilitated as team meetings, modules, and community development meetings.
- **Academic Pop-ups:** Anticipated Mid-October and Early December
- **Parent & Family Weekend:** Anticipated Friday, October 23 – Sunday, October 25
 - Busy time; we ask FYX 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.

Spring 2022

Please note that the below dates are subject to change with the university's plans around the COVID-19 pandemic.

First Year Center Executive Board – Important Dates

- **Spring WUSA Trainings and WUSA community development programming:** Anticipated Monthly, Mid-Month. May be facilitated as team meetings, modules, and community development meetings.
- **Bi-Weekly 1:1 Meeting with the Assistant Director or Coordinator of the First Year Center**
- **Weekly Team Supervision:** As applicable, WUSA accountability meetings, WUSA 1:1s, follow-up emails, etc.
- **Weekly 45-60 Minute WUSA Team Meeting:** As applicable, scheduled at the availability of the FYX and WUSA Team