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 2021**
- **HR Meeting with The Hub (As Applicable)** – Before Thursday, December 2
- **FYX Kickoff Meeting** - Friday, December 3 from 6:00PM – 7:30PM
- **Onboarding Meeting with FYC Staff Supervisor (30 Mins)** – Before December 10

**Winter Break 2021 - 2022**
- **FYX Onboarding Modules** – Due Thursday, January 14
- **FYX January Retreat and Winter Welcome** Starting January 11 through January 16
  - Early Move-In on anticipated on Tuesday January 11 between 9:00AM – 5:00PM.
  - Calendar hold for retreat and training on-campus between 9:00AM – 7:00PM each day
  - Assisting with Winter Welcome Events

**Spring 2021**
- **Weekly 1:1 Meeting with Professional Staff Supervisor**: Starting January 28 through May 6
- **Weekly Office Hours**: Starting January 28 through May 6
  - Approximately 6 hours per week, starting January 24
  - Office hours must take place during business hours Monday – Friday 9:00AM–7:00PM
    - This includes a 60 minute FYX team meeting, time TBD by team availability
  - 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 24 – February 2
  - 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 3 and February 7
  - 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 February 16th and February 22nd
  - 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 3 and March 5
  - 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
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- **WUSA Welcome:** Wednesday March 23
- **WUSA Training:** 2 – 2.5 hours weekly between March 31st and April 26, including preparation
  - 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 2022**

- **FYX who have a permanent address in Missouri or Illinois**
  - FYX will be allowed to work in a limited capacity remotely if they have a Missouri or Illinois address (can be an apartment lease).
  - This may include: email and phone call communications, follow up with WUSAs, and coordination with FYC Staff
- **FYX who do not have a housing address in Missouri or Illinois OR FYX who have full time employment at the university for the summer outside of the FYC**
  - FYX will be unable to work remotely if they do not have a residence or apartment lease in Missouri or Illinois
  - FYX will be unable to work remotely if they have full time employment (40 hours / week) with another WashU entity over the summer. Please communicate with your supervisor so they can coordinate dates for a temporary work break from the FYC
  - The FYC will make sure you have the option of seeing updates via email while you are unable to work
- **FYX who are interested in working in an internship or student worker capacity during the summer**
  - Please talk with Reggie Gacad. The First Year Center hires on FYX for part time or full time work over the summer. In typical years, we will have 3 – 4 positions for folks who are interested.

**August 2022**

- **FYX August Training and Bear Beginnings Preparation:** Anticipated August 9 – August 15
  - FYX Move-In anticipated on August 9 between 9AM and 5PM.
  - Training begins starting August 9 and runs through August 15.
  - You will typically be working between 9:00AM and 7:00PM on these days. Some of the work will be independent.
  - Training consists of modules, team meetings, and supervisor meetings
  - Responsibilities may include preparing for Camp WUSA, preparing logistics and materials for student leaders and new students which sometimes includes resource development, packing, bag stuffing, and working through scheduling
- **Camp WUSA and Bear Beginnings Preparation:** Anticipated August 15 – August 19
  - 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:** Anticipated August 20 – August 27
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- 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 as 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 29, shift typically assigned as available in the morning

Fall 2021

- Weekly 1:1 Meeting with the Assistant Director or Coordinator of the First Year Center: Starting August 30 through December 9
- 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
- Monthly FYX Team Meetings: Once per month, 60 minute meetings scheduled at the availability of the FYX 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

- 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
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- **Weekly Team Supervision:** As applicable, WUSA accountability meetings, WUSA 1:1s, follow-up emails, etc.
- **Weekly 60 Minute WUSA Team Meeting:** As applicable, scheduled at the availability of the FYX and WUSA Team