WUSA Chair
First Year Center Executive Board

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 2022 - 2023 board (FYX 12) will be comprised of members who will work in one of various chair positions: WUSA Chair or Programming Chair. The First Year Center is currently undergoing a position review. Depending on the results of the position review during Spring 2022, Programming Chairs may be asked to shift portfolio to align more closely with WUSA Chairs.

WUSA Chairs will have one of two focus areas: First-Year WUSA and Training Chair (FY WUSA) and Transfer and Exchange WUSA and Programming Chair (TX WUSA). The FY WUSA Chairs will support students in the class of 2026 and a WUSA team focused on supporting first-year students. The TX WUSA Chair will support the 2022 - 2023 transfer and exchange students and a WUSA team focused around the transfer and exchange student population.

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<th>Primary Duties:</th>
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<tr>
<td>1 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 Supervise team of approximately 12 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>
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<td>3 Assist in preparing for 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 Assist with the development and implementation of student leader training and community development by facilitating and coordinating trainings and discussions for 100 people and small groups</td>
<td>20%</td>
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<td>5 Perform other duties as assigned</td>
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Essential responsibilities:
- First-Year WUSA and Training Chair (9 Positions)
  - Will supervise a WUSA team of 10-14 WUSAs. 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 supervises through completion of WUSA responsibilities
    - Weekly team meetings during the fall semester and bi-monthly team meetings during the spring semester; 1-on-1 check-ins with WUSAs throughout the year
  - Assist in preparing for 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 2026, preparing materials for WUSAs working with first-year students, creating action plans and
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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

• Transfer and Exchange WUSA and Programming 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
    • 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 in preparing for 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
  - Plan and implement monthly community-wide programming for transfer and exchange students
  - 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 2022 Transfer Cohort, Fall 2022 Exchange Cohort, and Spring 2023 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)
- Returning FYX members are preferred for programming chair roles
- Be returning, full-time undergraduate students for the spring 2022 and fall 2023 semesters, studying on the Danforth campus. Exception may be granted by the First Year Center for applicants studying remotely spring 2020
- Must be in good academic and student conduct standing for the 2022 spring, summer, and fall semesters, as well as the 2023 spring semester
- Maintain a cumulative GPA of 3.0 or higher and a semester GPA of 3.0 or higher during semesters employed. Applicants who have under a 3.0 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 $12.15 per hour as a starting salary. Returning FYX members may be eligible for additional compensation.
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How to apply:
Please submit application materials, including a resume, in person to the First Year Center or submitted virtually through newstudents.wustl.edu. Applications will close on November 8, 2021 at Noon for a start date of late November 2021.

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).