

Second-Year Student Associate Position Description

Position overview

The 2SA position (Two-SAH), or Second-Year Student Associate, is a semester-long student leader role that focuses on engaging with and supporting second-year students with their academic and social activities at WashU. 2SAs are crucial to the continuation of academic, personal, cultural, and social integration of sophomores on campus throughout their third semester. In this capacity, 2SAs serve as resources for sophomores and assist WashU staff with implementing Second Year Experience events, and other programs that are both academic and social in content.

Each Second-Year Student Associate (2SA) will work as a team of up to ten 2SAs to engage with second-year students. All 2SAs will attend trainings and routine team meetings together, as well as bi-weekly one-on-ones with either the Assistant Program Coordinator or the Coordinator of the First Year Center. The Fall 2021 2SA team will work to ensure an interactive and engaging experience on each assigned excursion and will serve as guides to the class of 2024. This position is supervised by the Assistant Program Coordinator in the First Year Center.

Primary Duties:

1	Attendance and assistance in the implementation of second year programs and learning outcome objectives	50%
2	Train around essential role responsibilities including facilitation, cultural competency, helping skills, and logistics.	20%
3	Mentor and engage students through active and passive initiatives and community building opportunities	15%
4	Serve as a role model and First Year Center representative for the second-year experience for the university community	10%
5	Perform other duties as assigned	5%

Essential responsibilities:

- Attendance and assistance in the implementation of second year programs and learning outcome objectives, as well as First Year Center initiatives. Roles may include serving as an onsite resource and contact during targeted Second Year Experience programming, engaging with sophomore students, and facilitating conversation and connection.
 - **First Year Center Programs and Events:** Typically, this may include St. Louis excursions, Classroom Connections, Strengths Academy, and more. These responsibilities and events will be divided among the Fall 2021 2SA team. For events hosted by the First Year Center, 2SA teams will be assigned to assist with event set-up and clean-up.
 - **Learning Outcome Objectives:** Each Second Year Experience program must accomplish the following learning outcomes for the sophomore students centered around community, experience, and feedback:
 - Begin exploring St. Louis and continue building community within the Class of 2024 and WashU faculty
 - Participate in key university traditions and experiences typically offered within First 40 and throughout the fall semester
 - Participate in key academic workshops and receive critical feedback from advisors, faculty, and career counselors
 - **Academic and Community Engagement Programming**
 - Promote and assist with Sophomore Strengths Academy, hosted by Campus Life and the Career Center
 - Promote and assist with Sophomore Classroom Connections
 - Promote Service Saturdays, hosted by Campus Y
 - **Bi-weekly St. Louis Excursions**

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- The Fall 2021 2SA team will attend excursions with the Class of 2024 to various locations around St. Louis two weekends a month
 - All members of the Fall 2021 2SA team will attend WashU at the Zoo on Friday, September 3rd
 - Fall 2021 2SAs are requested to attend the St. Louis Cardinals game on Tuesday, September 28th
 - The Fall 2021 2SA team will serve as leaders and point of contacts during excursions around St. Louis, including navigation to and from excursion locations
- Train around essential role responsibilities including facilitation, cultural competency, helping skills, and logistics. Participation at all trainings and meetings below are mandatory save for academic conflicts (examinations, tests, quizzes) or personal/familial emergencies (health, wellness, major event). All conflicts are collected at the start of the semester and must be cleared by the Assistant Program Coordinator.
 - **Fall 2021 Training:** Five to seven mandatory trainings will occur throughout the Fall 2021 semester.
 - Tuesday, September 7th from 7:00 – 8:30 PM
 - Wednesday, September 8th from 7:00 – 8:30 PM
 - Tuesday, September 14th from 7:00 – 8:30 PM
 - Wednesday, September 15th from 7:00 – 8:30 PM
 - Wednesday, September 29th from 7:00 – 8:30 PM
 - **Bi-Weekly Team Meetings:** The Fall 2021 2SA team will meet bi-weekly to discuss team initiatives, upcoming responsibilities, and reflect on past programming
 - **One-on-One Meetings:** 2SAs will be required to meet with either the Assistant Program Coordinator or the Coordinator of the First Year Center for bi-weekly one-on-one meetings
 - **Read Team Communications:** 2SAs will need to stay up-to-date on all email communications from First Year Center staff and the monthly Sophomore Bear Bulletin
- Mentor and engage students through active and passive initiatives and community building opportunities. 2SAs are required to document and follow up on all programming. Time will be spent reflecting on programming and student interaction and collecting data for future events and programs.
 - **Fall Engagement with second-year students**
 - 2SAs will communicate with second-year students via the Sophomore Bear Bulletin and social media on a rotational basis
 - The Fall 2021 2SA team will provide opportunities for one-on-one check-ins and 2SA Hours on a rotational basis
- Serve as a role-model and First Year Center representative for the second-year student experience.
- 2SAs are required to share information with their supervisor and/or the Title IX Coordinator if a student in the sophomore class discloses or they otherwise become aware of concerns of sexual harassment, sexual or relationship violence, or stalking.

Qualifications & experience required:

- Be returning, full-time undergraduate students for the Fall 2021 semester, studying on the Danforth campus.
- Must be in good academic and conduct standing for the 2021 spring, summer, and fall semesters.
- In our selection process, we look for candidates exemplifying these core attributes: Approachable, dependable, dedicated, knowledgeable, role-model, motivated, and self-sufficient.
- 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
- You may not serve as a 2SA if you are in a position or role that conflicts with the dates above.
 - Positions that may preclude an individual from serving in the 2SA role include First-Year WUSA, Resident Advisor, CS40 or Student Union Executive Officer, DUC Student Associate, Conflict Resolution Facilitators, or Student Technology Coordinator

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- 2SAs must be available during all dates and times described above; conflicts or anticipated conflicts must be addressed by the Assistant Program Coordinator before selection

Compensation and benefits:

The 2SA role is a paid position with a rate of \$11.30 an hour. This position works primarily on weekends and evenings – availability during these times are required. The First Year Center will provide 2SAs with a uniform (staff shirts and over wear, and a nametag).

For more information:

For questions or more information, please [email Rachel Iverson](#), Assistant Program Coordinator or call the First Year Center at 314.935.5040.