Transfer or Exchange WUSA Position Description

Position overview
The WUSA position, or Washington University Student Associate, is a year-long student leader role that focuses on welcoming and supporting first-year students with their academic transition to WashU. WUSAs are crucial to the academic, personal, cultural, and social integration of students into the WashU community throughout the first year. In this capacity, they serve as resources for new students and their parent & family members; they assist WashU staff with planning and implementing Bear Beginnings: Transfer and Exchange Student Fall Orientation as well as fall and spring events and programs that are both academic and social in content.

Transfer or Exchange WUSAs (TX WUSAs) are matched to a cohort of transfer students or exchange students and collaborate in units of 2 – 4 WUSAs focused either on the transfer student experience or the exchange student experience. TXWUSAs meet and train together as one team. This position is co-supervised by a First Year Center Executive Board Member (FYX) and the Coordinator in the First Year Center.

Primary Duties:

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<th>Attendance and assistance in the implementation of signature new student and family programs and First Year Center initiatives</th>
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<td>Mentor and engage students through active and passive initiatives and community building opportunities</td>
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<td>2</td>
<td>Train around essential role responsibilities to welcome and mentor new students and parent and family members</td>
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<td>3</td>
<td>Serve as a role model and First Year Center representative for the new student experience for the university community</td>
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<td>4</td>
<td>Perform other duties as assigned</td>
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Essential responsibilities:
- Train around essential role responsibilities including facilitation, cultural competency, new student transition trends, helping skills, and logistics. Participation at all trainings 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 Director.
  - **Spring WUSA Training:**
    - Wednesday, March 25 from 7:00PM – 9:00PM
    - Monday, March 30 from 7:00PM – 10:00PM
    - WUSA and FYX One on Ones between April 1 and April 12
    - Monday, April 13 from 7:00PM – 9:00PM
    - Wednesday, April 22 from 7:00PM – 9:00PM
  - **Summer Module Training:** Completion of 6 bi-weekly summer modules around WUSA resources
  - **Return to campus on Wednesday, August 12 by 5:00PM**
    - Arrival before Wednesday, August 12 will be provided on a case-by-case basis for accessibility and WUSAs flying from outside of the continental United States. These will be reviewed on a case-by-case basis with the Assistant Director.
  - **August WUSA Training:** Attendance and participation in training to prepare for Bear Beginnings and Fall Semester.
    - Wednesday, August 12 at 5:00PM – Friday, August 14 at 8:00PM. Typical days run approximately from 9:00AM – 11:00PM
    - Additional training to prepare for the Transfer and Exchange programming during Bear Beginnings will take place between Sunday, August 16 at 6:00AM and Tuesday August 18 at 10:00AM.
    - Additional training to prepare for the fall semester will take place on Sunday, August 23
  - **Fall 2020/Spring 2021 Training:** Monthly two hour trainings, dates to be determined
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- **Weekly Team Meetings:** One hour team trainings and meetings
- **Read Weekly WUSA Insider and tasks:** Read weekly e-newsletter with tasks and training information to prepare for team meeting and training

- Attendance and assistance in the implementation of signature new student and family programs and First Year Center initiatives. Roles may include assisting with logistics, serving as an onsite resource or runner, directional and wayfinding assistance, engaging and mingling with guests and new students, packing or assisting with inventories, serving as a student representative and presence during sessions, and leading facilitation and conversation.
  - **Bear Beginnings: New Student Fall Orientation:** Saturday, August 15
    - TX WUSAs assist with the implementation of day 1 of Bear Beginnings: New Student Fall Orientation for first-year students. Assistance and shifts will be assigned through First Year Center. WUSAs are required to be available with no outside or student group conflicts or personal events for these days.
  - **Bear Beginnings: Transfer and Exchange Student Orientation:** Tuesday, August 18 - Sunday, August 23
    - Assistance and shifts will be assigned through First Year Center. WUSAs are required to be available with no outside or student group conflicts or personal events for these days.
  - **First Day:** Monday, August 24
    - All WUSAs are expected to attend. Assistance in the implementation via sign-up shifts
  - **Symphony on the South 40:** Date TBD
    - All WUSAs are expected to attend. Assistance in the implementation via sign-up shifts
  - **Parent and Family Weekend:** October 23 – 25
    - All WUSAs are expected to attend. Assistance in the implementation via sign-up shifts
  - **Winter Welcome: Spring Exchange Student Orientation:** Tuesday, January 12 – Sunday, January 17

- Mentor and engage students through active and passive initiatives and community building opportunities. WUSAs are required to plan, document, and follow up on all programming. Time will be spent on doing reflections and collecting data for future events and programs.
  - **Weekly Cohort Meal Time / WUSA Hours**
    - Host 1.5 hours for cohort to share a meal together on Danforth Campus
    - Utilize this time to do individual reach out to students in cohort as able
  - **Weekly Cohort Emails**
    - Message cohorts weekly with notification around major campus events and academic milestones. Topics include: add/drop deadline, pass/fail deadline, first examinations and evaluations, preparing for meeting with four-year advisors, course registration, and withdraw deadline
  - **Transfer WUSA: Monthly Community Program**
    - Collaborate with team of WUSAs to create off-campus community building programming for transfer students
    - Gather transfer students to attend events that will connect students to their current class of students through WashU Traditions and programs
  - **Exchange WUSA: Monthly Community Program**
    - Collaborate with other exchange WUSAs to create programming to invite exchange student community to connect with St. Louis and American culture. Examples may include: Tailgate and Baseball Game, Exchange Student Thanksgiving, Forest Park exploration

- Serve as a role-model and First Year Center representative for the new student experience for the university community.
  - **Assist with WUSA Recruitment:** November 2020 – January 2021
    - Roles may include assisting with tabling, activity fairs, doing individual reach out, social media initiatives, or speaking as a representative of the First Year Center
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- **Partnership with Office of International Students and Scholars**
  - Participate in international transfer and/or exchange student facing programming
  - WUSAs are required to share information with their supervisor and/or the Title IX Coordinator if a student in the transfer or exchange community 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 2020 semester, studying on the Danforth campus. WUSAs may study abroad spring 2020 or spring 2021 with notice to Assistant Director. If studying abroad, responsibilities may change accordingly.
- Must be in good academic and conduct standing for the 2020 spring, summer, and fall semesters as well as the 2021 spring semester.
- In our selection process, we look for candidates exemplifying these core attributes: Approachable, dependable, dedicated, knowledgeable, role-model.
- 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 WUSA if you are in a position or role that conflict with the dates above.
  - Positions that may preclude an individual from serving in the WUSA role include Resident Advisor, CS40 or Student Union Executive Officer, DUC Student Associate, Conflict Resolution Facilitators, Student Technology Coordinator, BEAR Leader, or First-Year International Orientation Leader (FYI) with the Office of International Students and Scholars (OISS)
  - WUSAs are unable to take Summer Session IV classes barring exception from the Assistant Director. No exception will be granted to summer courses taken away from Washington University in St. Louis in conflict with August WUSA Training
  - WUSAs are eligible to serve as an Aspirational Peer Mentor (APM) in the Deneb Stars
  - WUSAs must be available during all dates and times described above; Conflicts or anticipated conflicts must be addressed by the Assistant Director before selection

**Compensation and benefits:**
The WUSA role is a volunteer position. Those who serve in the role will be provided meal cards for early return to cover food expenses. The First Year Center will cover all early arrival housing costs. The First Year Center will provide WUSAs with a uniform (staff shirts and over wear, and a nametag).

**How to apply:**
Please submit application materials on the [First Year Center Student Leader Application Page](#) to apply. Applications will close at Noon on Wednesday, January 28.

Application requires one recommendation due by Noon on February 5. Recommendations should be completed by a WashU faculty or staff member, current or former employer, or high school instructor or staff member. The reference form can be found online on the [First Year Center WUSA Recommendation Page](#).

**For more information:**
For questions or more information, please email Reggie Gacad, Assistant Director, email Dacoda Scarlett, Coordinator, or call the First Year Center at 314.935.5040.