# 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 and social 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 and assist WashU staff with planning and implementing Bear Beginnings: Transfer and Exchange Student Fall Orientation, fall and spring events, and other programs that are both academic and social in content.

Each Transfer or Exchange WUSAs (TXWUSAs) is matched to a cohort of transfer students or exchange students and collaborates 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>2</td>
<td>Mentor and engage students through active and passive initiatives and community building opportunities</td>
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<td>3</td>
<td>Train around essential role responsibilities to welcome and mentor new students and parent and family members</td>
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<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>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 aside from personal emergencies that arise throughout the semester, which should be immediately communicated to the First Year Center.
  - **Spring WUSA Training:** Completion of four weekly spring modules on Canvas: topics include WUSA resources, leadership development, preparation for the WUSA role, coupled with community and team meetings
  - **Summer Module Training:** Completion of six bi-weekly summer modules on Canvas: topics include WUSA resources, group development, cultural competency
  - **Return to campus for WUSA Training:** Date to be announced in alignment with 2021 Fall Contingency Plan. Assuming a hybrid semester, WUSAs are permitted for remote study
  - **August WUSA Training:** Attendance and participation in training to prepare for Bear Beginnings and Fall Semester. Dates to be announced in alignment with 2021 Fall Contingency Plan
  - **Fall 2021/Spring 2022 Training:** Monthly two-hour trainings, dates to be determined
  - **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.
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- **Bear Beginnings: New Student Fall Orientation & Bear Beginnings: Transfer and Exchange Student Orientation:** Dates TBA
  - 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 Year Center Programs and Events:** Typically, this may include First Day, Symphony on the South 40, and Parent and Family Weekend. Updated information about opportunities for engagement will be shared at a later date.
- **Winter Welcome: Spring Exchange Student Orientation:** Dates TBA; January 2022
  - Assistance and shifts will be assigned through First Year Center. TX WUSAs are required to be available with no outside or student group conflicts or personal events for these days
  - 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. WUSAs will be required to complete reflections and collect data for future events and programs.
- **Summer Engagement with new students**
  - Call each new student in WUSA student cohort for introductions and community building
  - Engage with Fall 2020 transfer or exchange communities on a digital platform during the summer
  - Create digital connections and spaces for WUSA student cohort
- **Fall and Spring Engagement with new students**
  - Host small group programs and meetings, which may include semester cohort lunches, academic programming, and various recreational activities
  - Communicate with students consistently and provide check-ins and meetings
- **Academic Programming**
  - Maintain sharing of academic resources and calendars
  - Send emails and messages notifying students about major academic milestones
  - Messages and emails be sent regarding: add/drop deadlines, 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 Transfer WUSAs to host one program off-campus per month in the Fall and Spring semesters as permitted by university guidelines if in-person semester
- **Exchange WUSA: Monthly Community Program**
  - Collaborate with team of Exchange WUSAs to host one program off-campus per month in the Fall and Spring semesters as permitted by university guidelines if in-person semester
  - Serve as a role-model and First Year Center representative for the new student experience for the university community.
- **Assist with WUSA Recruitment:** 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
- **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 2021 semester, studying on the Danforth campus, assuming a fully in-person semester. If university policy permits hybrid study, WUSAs may study remotely. WUSAs may study abroad spring 2021 or spring 2022 with notice to Assistant Director. If studying abroad, responsibilities may change accordingly.
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- Must be in good academic and conduct standing for the 2021 spring, summer, and fall semesters as well as the 2022 spring semester.
- In our selection process, we look for candidates exemplifying these core attributes: Approachable, dependable, dedicated, knowledgeable, role-model, adaptable.
- 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.
  - Due to WUSA responsibilities in August that require a heavy time commitment and flexible schedule (i.e., Bear Beginnings), positions that may preclude an individual from serving in the WUSA role include:
    - Resident Advisor, CS40 Executive Board, Student Union Executive Officer, Conflict Resolution Facilitators, or Student Technology Coordinator
    - WUSAs are unable to take Summer Session IV classes (July 19th – August 19th) 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, Academic Mentor (AM), Residential Peer Mentor (RPM), Peer-Led Team Learning (PLTL) leader
    - WUSAs must be available during all dates and times described above; conflicts or anticipated conflicts must be addressed by the Assistant Director before selection
  - Please contact the First Year Center with further questions pertaining to eligibility

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 CST on Friday, February 19th.

Application requires one recommendation due by Noon on Friday, February 26th. 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.