Position Overview
The Washington University Student Associate (WUSA) position is a year-long student leader role that focuses on welcoming and supporting first-year students with their academic, social, and personal transition to WashU. WUSAs serve as resources for new students and their family members and assist WashU staff with planning and implementing Bear Beginnings: New Student Fall Orientation as well as fall and spring events. WUSAs play a crucial role in making the first-year experience rewarding, fun, and successful.

Each first-year WUSA (FY WUSA) works with 1-3 additional WUSAs (co-WUSAs or COSAs) to engage with new students from a particular residential building or floor(s). FY WUSAs will be placed on a team of 8-12 WUSAs for trainings and information sharing. WUSAs are co-supervised by a First Year Center Executive Board Member (FYX) and a professional staff members in the First Year Center including the Assistant Director, Coordinator, and NODA Interns. In addition to working closely with their COSAs, WUSAs partner with resident advisors (RAs) to build community through participation in residential college and WashU events.

Primary Duties:

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<th>Mentor and engage students through community building opportunities and initiatives</th>
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<td>2</td>
<td>Attend and participate in trainings to learn essential role responsibilities</td>
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<td>3</td>
<td>Attend and assist in the implementation of First Year Center programming and initiatives</td>
<td>25%</td>
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<td>Perform other duties as assigned</td>
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Essential Responsibilities and Important Dates:

1. Attend trainings
   - Description: Trainings cover essential role responsibilities including facilitation, cultural competency, new student transition trends, helping skills, and logistics. Participation at all trainings are mandatory with the exception of 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 Student Transitions & Family Programs.
   - Required Trainings:
     - **Spring WUSA Training:** Completion of spring trainings, which may include Canvas modules, in-person meetings, and team meetings. Topics include WUSA resources, leadership development, and preparation for the WUSA role.
       - **WUSAs hired before April 1, 2022** will complete the following
         - Training 1: WUSA Welcome - March 29, 2022 from 7:00PM – 9:00PM
         - Onboarding Modules – 45 minutes of tasks and training videos
         - Training 2: Team Reveal - April 11, 2022 from 7:00PM – 9:00PM
         - FYX/WUSA 1:1 Meeting – 30 minute meeting with FYX supervisor
         - Training 3: Team Dinner and COSA Reveal - April 20, 2022 from 7:00PM – 9:00PM
         - Training 4: Summer Send-off - April 25, 2022 from 7:00PM – 9:00PM
       - **WUSAs hired after April 1, 2022** will complete the following
         - Onboarding Modules – 60 minutes of tasks and training videos
         - New Hire Retreat – April 30, 2022 from 3:00PM to 6:00 PM
         - FYX/WUSA 1:1 Meeting – 30 minute meeting with FYX supervisor
     - **Summer Module Training:** Completion of trainings, which may include Canvas modules and virtual community meetings. Topics include WUSA resources, group development, and cultural competency.
       - WUSA Resources Assessment
       - Self-Assessment and Reflection
       - 1:1 with FYC Staff Supervisor
       - Resource Modules
Return to Campus for WUSA Training: Anticipated August 13, 2022. Arrival between 9:00am and 5:00pm. WUSAs will have August 14, 2022 to transition their space and prepare before training begins on Monday, August 15, 2022.

August WUSA Training: Attendance and participation in training to prepare for Bear Beginnings and fall semester
- Dates: August 15-19, 2022 (Camp WUSA)

Weekly Team Meetings: One hour team trainings and meetings both Fall 2022 and Spring 2023

Read Weekly WUSA Insider and tasks: Read weekly e-newsletter with tasks and training information to prepare for team meeting and training

2. Assist with First Year Center programming and initiatives
   - Description: Attend and assist 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: Fall Welcome: Assistance and shifts will be assigned through the Student Transitions & Family Programs. WUSAs are required to be available with no outside conflicts, student group conflicts, or personal events for these days.
     - Dates: August 19-28, 2022
   - First Year Center Programs and Events: Typically, this may include First Day, Symphony on the South 40, Parent and Family Weekend, and First Year Finale. WUSAs communicate and walk students to the event (Symphony on the South 40 and First Year Finale). WUSAs work 2 shifts for the event (Parent and Family Weekend).

3. Mentor and engage students
   - Description: 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.
   - Bear Essentials: WUSA Phone Calls
     - Call a list of assigned students for introductions and to welcome new student to WashU
     - Engage with Class of 2026 on a digital platform for one assigned week during the summer
     - Create digital connections and spaces for WUSA Student Cohort
   - WUSA Hours and Fall and Spring Engagement
     - Host weekly WUSA Hours (two hours per week) with COSA(s) to engage with students and answer questions
     - Communicate with students consistently and provide check-ins and meetings
     - WUSA Hours will be held weekly until the end of February 2023
   - Individual Mentorship
     - WUSAs will maintain notes regarding their engagement with students
     - In March 2023 and April 2023, WUSAs will deliver targeted intervention and check-ins with students identified as needing support in their transition
     - WUSAs may opt to do additional work with the First Year Center as additional hours
   - Academic Programming
     - Maintain sharing of academic resources and calendars
     - Host programming and notify students about major academic milestones. Programming may be held during WUSA Hours or through communication platforms
     - Programs include: add/drop deadline, pass/fail deadline, first examinations and evaluations, preparing for meeting with four-year advisors, course registration, and withdraw deadline

4. Serve as a role-model
   - Description: Serve as a role-model and First Year Center representative for the new student experience in the university community.
WUSA Position Description

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 Student Transitions & Family Programs

Share Title IX information
- Description: WUSAs are required to share information with their supervisor and/or the Title IX Coordinator if a student on their WUSA student cohort 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 2022 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 2022 or spring 2023 with notice to Assistant Director. If studying abroad, responsibilities may change accordingly
- Must be in good academic and conduct standing for the 2022 spring, summer, and fall semesters as well as the 2023 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 stated previously
  - 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, or Student Technology Coordinator
  - Barring exception from the Assistant Director, WUSAs are unable to take summer classes that conflict with August training. 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, First-Year International Leader (FYI Leader), Academic Mentor (AM), or 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 compensatory position. We are working with Human Resources to determine the best compensation mechanism for WUSAs. WUSAs work approximately 150 hours starting in August through May the following year, including overtime dedicated to trainings, event implementation, and programs for new students, and task completion aimed at new student transition.

Those who serve in the role will be provided meal cards for early return to cover food expenses during the period of time when meal plans are unavailable. The First Year Center will cover all early arrival housing costs. The First Year Center will provide WUSAs with a uniform (staff shirts, overwear, and a nametag).

More Information:
For questions or more information, please email Renaldo Luna Gacad, Assistant Director or call the First Year Center at 314.935.5040.