

Position overview

The First Year Center Graduate Fellow supports initiatives to assist the university community in the orientation, transition, and retention of new students and family members. In addition to assisting in the coordination of events that range in size from 12 to 5,000 participants, this position supports resource development and management for parent and family members. This position will have direct contact with the staff and student leaders in the First Year Center, as well as significant interaction with staff and faculty in the five undergraduate academic divisions, staff in Student Affairs, and staff in University Advancement. The First Year Center Graduate Fellow will be supervised by the either the Coordinator or the Assistant Director in the First Year Center.

Primary Duties

1	Assist in the planning, coordination, and implementation of programs and initiatives to support various populations including first-year students, second-year students, parent & family members, transfer students, and exchange students.	30%
2	Coordinate communication and resources to assist populations including first-year students, second-year students, family members, transfer students, and exchange students through their transition as partners of the university	30%
3	Review data and assessment results and efforts including survey creation, coordination with national inventory, and reports	30%
4	Perform other duties as assigned	10%

Essential responsibilities

Responsibilities will include but are not limited to the following projects:

- Programming and Initiatives
 - Assist with the planning and implementation of First Year Center initiatives including but not limited to Classroom Connections, St. Louis Exploration Programs and Excursions, First-Year Active Programming, and Parent and Family Weekend
 - Engage new students and family members through digital platforms such as Family Webinar Series and digital engagement series
- Communication and Resources
 - Development of resources for supporting new students and family members including publishing learning outcomes, guides and checklists for family members of students at different touch points in their academic journey, and conversation guides and topics for families with students
 - Management of university resources including videos and website
- Assessment
 - Develop, code, and interpret homegrown WashU new student and family member assessments for major programs and touchpoints
 - Assist in benchmarking and data collection of university's future new student and family member engagement opportunities
- Other projects may be assigned based on the Graduate Fellow's interests and skill development.

Program Outcomes

The First Year Center is committed to the Graduate Fellow's professional development. Through this position there will be opportunities that will assist in the development of skills, the understanding of our departmental culture, and the ability to expand upon previous knowledge and practice.

The Graduate Fellow will:

- Develop professional skills while collaborating with University staff in the First Year Center and with campus partners within Student Affairs and Academic Affairs
- Develop an overall understanding of Washington University in St. Louis and the university culture
- Reflect on organizational culture and how this impacts practice and future job search decisions
- Gain an understanding of orientation preparation and programming at a highly-selective institution
- Connect academic work and theory to higher education and student affairs practice

Compensation and Benefits

The pay is \$14/hour. The appointment is part-time at approximately 15-20 hours per week during the academic year.

How to apply:

Please submit application materials to Reggie Gacad, Assistant Director through the [First Year Center Graduate Applicant Form](#). Application materials include the following: Resume and Cover Letter. The position's ideal start date is Monday, August 2, 2021. Start date is negotiable.

Priority deadline for the application is Wednesday, May 12, 2021. Interviews will be via phone interview throughout the month of April. Applications will be accepted and reviewed on a rolling basis should the role not be filled after priority deadline and interviews.

For more information:

For questions or more information, please contact firstyearcenter@wustl.edu, call 314.935.5040, or visit newstudents.wustl.edu and families.wustl.edu.

About the First Year Center

The [First Year Center](#) supports new students through their transition into the Washington University community to assure they build and sustain their academic and personal goals. The Center brings together people, programs, and resources to provide an undergraduate experience of exceptional quality where all students are known by name and story and where they prepare themselves for lives of purpose and meaning.

The First Year Center at Washington University in St. Louis is seen as the key player in the transition of all incoming students to the university community. Three professional staff and one administrative coordinator oversee and implement all programs with the assistance of a 15 member executive board and over 100 volunteer year-long orientation leaders/academic peer mentors. All professional staff members are involved at the regional and national level with NODA.