FYE Co-Facilitators are undergraduate level WMU students who assist First-Year Experience Seminar (FYE 2100) students with their transition to college; they perform a variety of duties inside and outside of the classroom and represent some of the best and brightest students on campus. Co-Facilitators also serve as Fall Welcome Ambassadors. Many past Co-Facilitators have expressed that this experience is rewarding and beneficial to specifically developing communication and leadership skills.

RESPONSIBILITIES FOR FYE CO-FACILITATORS:
- Serve as a co-facilitator with a WMU faculty/professional staff member during fall semester, including:
  - Attend twice-per-week in-person classes and assist primary instructor with preparing and delivering lessons, activities, and evaluations
  - Meet with your students outside of class at least once during fall semester
  - Assist primary instructor with classroom logistics and attendance
  - Serve as a leader, mentor, and positive role model for all FYE students
  - Complete a formal evaluation of the FYE program
- Serve as a Fall Welcome Ambassador (late August)

RESPONSIBILITIES FOR FALL WELCOME AMBASSADOR:
- Facilitate a small group of first-year students
- Encourage positive student interactions
- Acquaint new students with campus services, activities, and facilities
- Assist with various aspects of program implementation
- Foster the development of WMU pride
- Be a positive role model to incoming students
- Complete a formal evaluation of the Fall Welcome program

QUALIFICATIONS:
- Ability to work well independently and with groups
- Exhibit maturity and responsibility
- Remain professional in all situations
- Excellent communication skills
- Must be cooperative, reliable, and dependable
- Desire to work with first-year students
- Act as a positive influence and role model to all
- Knowledge of WMU academic and social organizations and events
- Minimum 2.7 GPA at time of application and during employment
- Good disciplinary standing at the university

MANDATORY DATES:
- Must be able to attend all FYE trainings:
  - Saturday, May 7, 8 a.m. - 5 p.m.
  - Saturday, August 20, 8 a.m. - 5 p.m.
• Must be able to attend Fall Welcome training*:
  o Tuesday - Thursday, Aug. 23 - 25, 9 a.m. - 6 p.m.
• Must be available for the entirety of Fall Welcome*, August 25 - 30
• Must be available to work 4 - 8 hours per week during the fall semester
• Must attend weekly staff meetings during fall semester, day and time TBD
• Must be able to occasionally work weekends during the fall semester
*Co-facilitators will be compensated at the hourly rate for May and August trainings; co-facilitators will receive a $150 bookstore gift card for serving as a Fall Welcome Ambassador, August 25 – 30.

COMPENSATION AND BENEFITS:
• $10.00 hourly rate
• Meet your students during Fall Welcome
• Leadership development skills
• Opportunity to teach in a classroom setting
• Early on-campus move-in for fall semester
• Meals provided during Fall Welcome

FIRST-TIME CO-FACILITATOR APPLICANTS:
• Complete the Office of Student Transitions Student Leader Application and be sure to check the First-Year Experience Seminar Co-Facilitator/Fall Welcome Ambassador position. If you took the First-Year Experience Seminar class as a student, you MUST submit as one of your references, the name of your FYE primary instructor.

• Prepare for the interview process by knowing as much as possible about the WMU First-Year Experience Seminar and the role of the Co-facilitator. Use the OST website, use your own experience, use the experience of those you know who taught or took the FYE 2100 course. Obtain the knowledge needed about the course, the position, and the department so that you perform well during your interview!

RETURNING CO-FACILITATOR APPLICANTS:
• Complete the Office of Student Transitions Student Leader Application and be sure to check the First-Year Experience Seminar Co-Facilitator/Fall Welcome Ambassador position.
• Submit references with at least one from your last FYE primary instructor.
• You may be contacted for an individual interview.

APPLICATION DEADLINE AND INTERVIEW PROCESS:
All applications are due February 27, 2022.

• Group interview (NEW applicants only, choose one):
  o February 21
  o March 1, 16, 19, 22
  o Sign up at time of application
• Individual interviews:
- Will be held February 21 through March 28
- Sign up at time of group interview (new applicants)
- You may be contacted for an interview (returning applicants)

** For more information about the Fall Welcome Ambassador position responsibilities, benefits, time commitment and more, check out the Fall Welcome Ambassador information sheet.