2019 FYE Seminar Co-Facilitator/Fall Welcome Ambassador
Position Description

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:
- Serve as a co-facilitator with a WMU faculty/professional staff member
- Promote WMU, First-Year Seminar, academic & student life; campus & community activities
- Serve as a leader and positive role model for all FYE students
- Serve as a Fall Welcome Ambassador (late August)

QUALIFICATIONS:
- Ability to work well independently and with groups
- Exhibit maturity and responsibility
- Remain professional in all situations
- Execute tolerance and patience
- Demonstrate the desire to work with first-year students
- 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

MANDATORY DATES:
- Must be able to attend the May (1-day) training, 8 a.m.-5 p.m.
- Must be able to attend the August (5-day) training, 8 a.m. -5 p.m.
- Must be able to attend the entire Success at WMU training prior to Fall Welcome
- Must be able to work the entire Fall Welcome Week including training
- Must be available to work up to 8 hours per week during the Fall semester
- Must be able to work some weekends during the fall semester
- Must have a cumulative GPA of 2.7 or above at time of application and during employment

COMPENSATION AND BENEFITS:
- $1100 for fall semester
- Leadership development skills
- Opportunity to teach in a classroom setting
- Early on-campus move-in for fall semester
- Free training and fun atmosphere to work
FIRST-TIME FYS 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 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:

**NO INTERVIEW IS NECESSARY.** However, you must complete the OST Student Leadership Application. You will be contacted by an OST staff member with information about whether or not you will be invited to return as a Co-facilitator/Fall Welcome Ambassador. Individual interview may also be requested prior to making a final decision.

APPLICATION DEADLINE AND INTERVIEW PROCESS:

All applications are due by Wednesday, **February 6, 2019**

- Group interview (choose one): **February 12, 15 and 21**
  - Sign up at time of application
- Individual interview: **February 12 to February 28**
  - Sign up at time of group interview

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