

2021 FYE 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.

Office of Student Transitions (OST) emphasizes career readiness competencies set forth by the National Association of Colleges and Employers. Competencies necessary for this position and skills that peer leaders can expect to gain/improve throughout their positions in OST are: critical thinking/problem solving, oral/written communications, teamwork/collaboration, digital technology, leadership, professionalism/work ethic, career management and global/intercultural fluency.

EXPECTATIONS:

- 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
- Co-Facilitator will present at least 2 lessons to their class on topics of their choice that discuss the Well-Being Wheel
- Establish positive relationships with their class, primary instructor, and other members of the WMU
- Facilitate class discussions and relate personal experiences that provide a student perspective to the course
- Be a resource for all first-year students by providing related WMU resources
- Complete 1:1 with students within the first two months of the semester
- Be willing to present information and resources as needed.
- 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
- 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:
 - May 21 and 22
 - July 22 and 23
 - August 21
- Must be to attend Fall Welcome training*:
 - August 23 - 25, approximately 9 a.m. - 6 p.m.
- Must be available for the entirety of Fall Welcome*, August 26 – August 31

- Must be available to work 4 - 8 hours per week during the fall semester
- Must attend weekly staff meetings, 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 26 – August 31.

COMPENSATION AND BENEFITS:

- \$9.65 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
- Free training and fun atmosphere to work
- Increase professionalism and work ethic
- Gain listening and responding communication skills
- Enhance verbal and written communication
- Expand multicultural curiosity and openness

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 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 **April 18, 2021 at 11:59 p.m.**

- Individual interviews: **Begin April 6, 2021**
 - You will be emailed a link to sign up for your individual 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.