

### **First-Year Experience (FYE) Leader responsibilities, 2016-17**

- Create and implement programming and outreach initiatives, and fulfill the roles of peer advisor, role model, programmer, facilitator, and resource for first-year students.
- Facilitate the growth of the First-Year Experience by identifying new opportunities for programming and support, and helping to manage the FYE points system and eligible events tracking.
- Collaborate with fellow FYE Leaders, Coordinator of Orientation and First-Year Programs, as well as the Resident Advisor staff.
- Attend mandatory training in May and August, and participate in parts of New Student Orientation (including marketing the FYE and supporting/attending some on-campus orientation events)
- Participate in on-going staff development sessions held throughout the academic year as needed.
- Report to and meet regularly with Tessa Chefalo, Coordinator of Orientation and First-Year Programs, including weekly team meetings and reports, bi-weekly meetings in person, and one formal evaluation meeting per semester.
- Collaborate on FYE marketing initiatives, including social media, web, print, email and word-of-mouth advertising
- Participate in and complete other FYE tasks as necessary.
- Compensation is \$9.75/hour during the 2016-2017 academic year. Hours may vary, but will average 3-8 hours per week.

#### How to apply:

- Email statement of interest to Coordinator of Orientation and First-Year Programs Tessa Chefalo (tchefalo@hamilton.edu) by **Monday, April 18<sup>th</sup>, 2016**
- Individual interviews will take place the week of April 18<sup>th</sup>