



## **FIRST YEAR EXPERIENCE SPECIALIST**

*Department of Residence Life*

The FYE Specialist creates, organizes, and implements activities, events, and interventions designed to assist first-year students in their academic and social transition to college. An FYE Specialist is assigned to a residence hall in the Brody Complex. Each Specialist is responsible for implementing the first-year student program in a specific residence hall and is also responsible for coordinating major initiatives for the Brody Complex.

### **I. BASIC FUNCTION**

The FYE Specialist is a student staff member in the Department of Residence Life. The FYE Specialist assists first-year students in their academic and social transition to college.

See also Expectations for Residence Life Staff, the FYE Specialist expectations and contract, and expectations established by individual supervisors.

### **III. RESPONSIBILITIES**

#### **A. Genuine Concern for Residents**

1. Maintain visibility with residents, residence life staff, and OCAT staff through regular office or building hours
2. Engage in genuine conversations with residents
3. Share concerns about individual residents with appropriate residence life staff member
4. Appropriately refer residents to other Brody staff, or to university resources
5. Treat all residents with respect
6. Develop positive rapport with residents and other staff members
7. Utilize knowledge about college student transition issues in interactions with residents

#### **B. Hall-Based Programming**

1. Implement a standardized student transition program series in assigned residence hall
2. Plan and implement educational and transition related programs in assigned hall
3. Plan and implement a hall-wide social or recreational event every other week for the first 12 weeks of fall semester
4. Plan and implement hall-wide educational initiatives during spring semester
5. Plan and implement a hall-wide social or recreational event once per month during spring semester
6. Regularly provide academic information to hall residents
7. Encourage interaction among residents through programming and social events
8. Design programs and events which are inclusive of a diverse student population
9. Create opportunities for residents to explore campus resources
10. Utilize knowledge about college student transition issues in designing programs and events

#### **C. Brody-wide Initiatives**

1. Provide leadership for one of the functional areas (community service, involvement and leadership, social and recreational activities, creative advertising & messages, virtual community)
2. Understand and abide by all Brody and institutional policies and guidelines related to events and activities
3. Design initiatives which are inclusive of a diverse student population
4. Appropriately involve other institutional resources in activities
5. Provide timely information to other FYE Specialists, residence life, OCAT and housing staff about Brody-wide initiatives

D. Educator

1. Be knowledgeable of Brody and campus resources and make appropriate referrals
2. Recognize and take advantage of opportunities to help students learn
3. Encourage and facilitate discussion among residents about in class and out of class learning, campus and national events and life experiences
4. Implement activities that contribute to student learning as reflected in the core and student learning outcomes
5. Capitalize on opportunities for implementing programs based on students' interests and needs

E. Team Player

1. Support and assist other FYE Specialists in their responsibilities
2. Participate in events and activities planned by other FYE Specialists
3. Support and assist residence life staff members
4. Actively participate in residence life staff meetings, training sessions, programs, initiatives and events
5. Be supportive of institutional partners
6. Maintain appropriate confidentiality

F. Administrator

1. Keep supervisors informed of plans, challenges, successes, concerns
2. Complete projects and paperwork on time
3. Complete work thoroughly and accurately

G. Staff Responsibilities

1. Attend, be prepared, and participate in all required meetings and training sessions
2. Follow the law, and university, housing and department policies
3. Model appropriate behavior
4. Maintain appropriate boundaries as a staff member

IV. SUPERVISION

The FYE Specialist is supervised by the Resident Director of the assigned building and by the Brody Area Coordinator.

V. CONDITIONS OF EMPLOYMENT

1. The FYE Specialist must be enrolled in a degree granting program at MSU.
2. The FYE Specialist is expected to live in the residence hall to which they are assigned.
3. The GPA requirement is a cumulative 2.75. FYE Program Specialists are expected to meet that requirement and to maintain it during their period of employment.
4. The FYE Specialist must reside in the building to which they are assigned.
5. FYE Specialists must have completed at least 12 credit hours at the time of application, and have lived in a residence hall for one semester.
6. The FYE Specialist position is an hourly position, and will be expected to work 10-15 hours per week during fall and spring semesters. The position requires attendance at regularly scheduled responsibilities such as staff meetings, training sessions, and meeting with supervisors; and time which varies according to the specific job responsibilities such as programming and events.
7. The FYE Specialist position is for one academic year (fall and spring semesters). If you wish to return the following year, you must apply and be reappointed to the position.

VI. REMUNERATION

FYE Specialists receive an hourly wage (\$9.00 per hour for 2008-09).