

Washington University Student Associate (WUSA) Position Description

Position and department overview

Position Overview

The Washington University Student Associate (WUSA) position is a year-long student leader role that focuses on welcoming and supporting first-year students with their academic, social, and personal transition to WashU. Hired by Student Transitions & Family Programs (STFP), WUSAs serve as resources for new students and their family members and assist WashU staff with planning and implementing Bear Beginnings: Fall Welcome as well as fall and spring events for first-year students. WUSAs play a crucial role in making the first-year experience rewarding, fun, and successful.

Each WUSA works with 1-3 additional WUSAs (co-WUSAs or COSAs) to engage with new students from a particular residential building or floor(s). WUSAs are placed on a team of 8-12 WUSAs for trainings and information sharing. WUSAs are co-supervised by a Student Executive Board Member (Exec) and professional staff members including the Associate Director, Coordinators, and NODA Interns. In addition to working closely with their COSAs, WUSAs partner with resident advisors (RAs) to build community through participation in residential college and WashU events.

Department Overview

Student Transitions & Family Programs (STFP) supports new students through their transition into the WashU community to assure they build and sustain their academic and personal goals. STFP brings together people, programs, and resources to provide an undergraduate experience of exceptional quality where all students are known by name and story.

Primary Duties:

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| 1 | Mentor and engage students through community building opportunities and initiatives | 35% |
| 2 | Attend and participate in trainings to learn essential role responsibilities | 30% |
| 3 | Attend and assist in the implementation of STFP programming and initiatives | 25% |
| 4 | Perform other duties as assigned | 10% |

Essential Responsibilities and Important Dates:

1. *Attend trainings*

- Description: Trainings cover essential role responsibilities including facilitation, cultural competency, new student transition trends, helping skills, and logistics. Participation at all trainings is mandatory with the exception of academic conflicts (examinations, tests, quizzes) or personal/familial emergencies (health, wellness, major event). All conflicts are collected at the start of the semester and must be cleared by the Associate Director, aside from personal emergencies that arise throughout the semester, which should be communicated as soon as possible to Student Transitions & Family Programs.
- Required trainings:
 - Spring WUSA training: Completion of spring trainings, which may include Canvas modules, in-person meetings, and team meetings. Topics include WUSA resources,

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leadership development, and preparation for the WUSA role. As a WUSA, you will complete the following:

- WUSA Training 1: April 3, 2023, from 6:00 PM – 8:00 PM
- WUSA Training 2: April 10, 2023, from 6:00 PM – 8:00 PM
- WUSA Training 3: April 17, 2023, from 6:00 PM – 8:00 PM
- WUSA Training 4: April 24, 2022, from 6:00 PM – 8:00 PM
- Camp WUSA: August 13 to August 17, 9:00 AM – 5:00 PM daily

2. *Assist with STFP programming and initiatives*

- Description: Attend and assist in the implementation of signature new student and family programs and STFP initiatives. Roles may include assisting with logistics, serving as an on-site resource or runner, directional and wayfinding assistance, engaging with guests and new students, packing or assisting with inventory, serving as a student representative and presence during sessions, and leading facilitation and conversation.
 - Bear Beginnings: Fall Welcome: Assistance and shifts are assigned by STFP. WUSAs are required to be available with no outside conflicts, student group conflicts, or personal events for these days.
 - Dates: August 18 – 27, 2023
 - Shifts may begin as early as 7:00 AM and end as late as 11:59 PM; WUSAs are assigned to work no more than 40 hours in a 7-day period.
 - STFP Programs and Events: Typically, this may include First Day, Symphony on the South 40, and Parent & Family Weekend. WUSAs communicate and walk students to events (Symphony on the South 40). WUSAs also work Parent & Family Weekend.

3. *Mentor and engage students*

- Description: Mentor and engage students through active and passive initiatives and community building opportunities. WUSAs are required to plan, document, and follow up on all programming. WUSAs are required to complete reflections and collect data for future events and programs.
 - WUSA phone calls
 - Call a list of assigned students for introductions and to welcome new student to WashU
 - Engage with the Class of 2027 on a digital platform for one assigned week during the summer
 - Create digital connections and spaces for WUSA student cohort
 - WUSA hours and fall and spring engagement
 - Host weekly WUSA hours (two hours per week) with COSA(s) to engage with students and answer questions
 - Communicate with students consistently and provide check-ins and meetings
 - WUSA hours are held weekly until the end of February 2024
 - Individual Mentorship
 - WUSAs maintain notes regarding their engagement with students
 - In March 2024 and April 2024, WUSAs may deliver targeted intervention and check-ins with students identified as needing support in their transition

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- WUSAs may opt to do additional work with STFP as additional hours
- Academic programming
 - Maintain sharing of academic resources and calendars
 - Host programming and notify students about major academic milestones
Programming may be held during WUSA Hours or through communication platforms
 - Programs include add/drop deadline, pass/fail deadline, first examinations and evaluations, preparing for meeting with four-year advisors, course registration, withdraw deadline, and preparation for final exams
- 4. *Serve as a role-model*
 - Description: Serve as a role-model and STFP representative for the new student experience in the university community.
 - Assist with WUSA recruitment: Roles may include assisting with tabling and activity fairs, doing individual reach out, participating in social media initiatives, or speaking as a representative of STFP
- 5. *Share Title IX information*
 - Description: WUSAs are required to share information with their professional staff supervisor and/or the Title IX Coordinator if a student in their WUSA student cohort discloses or they otherwise become aware of concerns of sexual harassment, sexual or relationship violence, or stalking. WUSAs are also mandatory reporters for the entire first-year class while they are clocked in as a WUSA.

Qualifications & Experience Required:

- Be returning, full-time undergraduate students for the fall 2023 semester studying on the Danforth campus (assuming a fully in-person semester). If university policy permits hybrid study, WUSAs may study remotely. WUSAs may study abroad spring 2023 or spring 2024 with notice to the Associate Director. If studying abroad, responsibilities may change accordingly.
- Must be in good academic and conduct standing for the 2023 spring, summer, and fall semesters as well as the 2024 spring semester.
- Be approachable, dependable, dedicated, knowledgeable, adaptable, and a role-model.
- Maintain a cumulative GPA of 3.0 or higher and a semester GPA of 3.0 or higher during semesters employed. Applicants who have under a 3.0 cumulative GPA may still apply, however the STFP will consult with your academic adviser.
- You may not serve as a WUSA if you are in a position or role that conflicts with the dates stated previously.
 - Due to WUSA responsibilities in August that require a heavy time commitment and flexible schedule (i.e., Bear Beginnings: Fall Welcome), positions that may preclude an individual from serving in the WUSA role include: Resident Advisor, CS40 Executive Board, Student Union Executive Officer, or Student Technology Coordinator

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- Barring exception from the Associate Director, WUSAs are unable to take summer classes that conflict with August training. No exception will be granted to summer courses taken away from Washington University in St. Louis in conflict with August WUSA Training
- WUSAs are eligible to serve as an Aspirational Peer Mentor (APM) in the Deneb Stars, First-Year International Leader (FYI Leader), Academic Mentor (AM), or Peer-Led Team Learning (PLTL) leader
- WUSAs must be available during all dates and times described above. Conflicts or anticipated conflicts must be addressed by the Associate Director before selection
- Please contact [Student Transitions & Family Programs](#) with further questions pertaining to eligibility

Compensation and Benefits:

- The WUSA role is a compensatory position. WUSAs are paid \$13.00 per hour. WUSAs work approximately 150 hours starting in August through February the following year, including overtime dedicated to trainings, event implementation, and programs for new students, and task completion aimed at new student transition.
- Those who serve in the role are provided meal cards for early return in August to cover food expenses during the period when meal plans are unavailable. STFP covers all early arrival housing costs. STFP provide WUSAs with a uniform (staff shirts, overwear, and a nametag).

How to Apply:

Please submit application materials via newstudents.wustl.edu. Applications close on Thursday, February 9 at Noon CST. Applicants are asked to provide information in a form and provide a resume and cover letter. Applicants will be notified via email if they have been selected to move onto the next round.

More Information:

For questions or more information, please [email Renaldo Luna Gacad](#), Associate Director of Student Transitions & Family Programs, or call Student Transitions & Family Programs at 314.935.5040.