



First Year Expert Job Description

General Description: The First Year Experts will develop, implement, and facilitate programs and coordinated support services that welcome first-year students to UNE within the Office of First Year Experience. Each FYE has their own distinct role, but will work collaboratively as a team to facilitate a seamless transition to the college environment.

Required:

- First Year Experts must have and maintain a cumulative GPA of 2.0 or higher
- First Year Experts must be current full-time undergraduate UNE
- First Year Experts should possess a strong desire to assist peers
- First Year Experts should be available to work two consecutive semesters
- Students currently under residential disciplinary probation or University disciplinary probation are not eligible.

Skills Developed:

Ability to Work in a Team, Initiative, Leadership, Communication Skills (Written), Computer Skills, Technical Skills, and Strong Work Ethic

Roles: There are currently four roles an FYE can hold and different expectations that align with their focus area. First Year Experts may be asked to assist with FYE other events/programs as needed. The Coordinator of First Year Experience determines the roles for each First Year Expert, but does take personal preference into account.

- Living Learning & Themed Living Community Operations (2)
 - The Living Learning & Themed Living Community Operations FYEs will focus on the coordination, programming, and support of the First Year LLCs and TLCs. These FYEs will serve as a liaison between Housing and Residential/Commuter Life, Academic Departments, and the FYE Office to ensure a unified experience for all LLC/TLC students. This position will work alongside other First Year Experts, Peer Academic Coaches, and First Year Area Resident Advisors to plan and facilitate a holistic first year program.
 - Responsibilities:
 - Assist in the development and planning of each LLC & TLC's calendar of events.
 - Coordinate the setup of LLC/TLC events, including room reservation, staffing, catering, etc.

- Develop and implement consistent communication methods for each LLC/TLC.
 - Participate in the planning and implementation of LLC/TLC early move-in, Pathfinder Weekend, and weekend other special events.
 - Serve as an additional support or mentor to LLC/TLC students as needed.
- Peer Mentor Program (1)
 - The Peer Mentor FYE will mainly focus on overseeing the First Year Experience Peer Mentor Program. This FYE will assist in the planning, placement, and overall outreach of the FYE Peer Mentor Program. They will work alongside other First Year Experts, Peer Academic Coaches, and First Year Area Resident Advisors to plan and facilitate a holistic first year program.
 - Responsibilities:
 - Coordinate and facilitate the FYE Peer Mentor Program and be able to oversee the program through the academic year.
 - Assist in the recruiting and training of Peer Mentors and placing them with specific first-year students based on their preference.
 - Develop monthly events that support the peer mentoring program.
- Social & Educational Programming (2)
 - The Social & Educational Programming FYEs will assist in the planning, execution, and attending first-year student programs. The Programming FYEs will work alongside other First Year Experts, Peer Academic Coaches, and First Year Area Resident Advisors to plan and facilitate a holistic first year program.
 - Responsibilities:
 - Plan and execute First-Year based programs that will draw in first-year students across campus.
 - Provide first-year students with different interests various opportunities to get involved with offering varying types of programs.
 - Communicate with all parties involved to ensure a smooth running program.
 - Collaborate with other departments on campus to promote events and get more students involved.
 - Act as a liaison for the First-Year class council and be able to provide them with information or direct them to specific resources.
- Social Media & Communication (1)
 - The Social Media & Communication FYE will focus on the FYE social media pages and keeping them up to date with current events, answering questions, helpful tips, and positive messages. This person will also be responsible for the design of flyers for events. This position will work alongside other First Year Experts, Peer Academic Coaches, and First Year Resident Advisors to plan and facilitate a holistic first year program.
 - Responsibilities:
 - Maintain updated FYE social media pages, particularly Instagram.
 - Post upcoming events, helpful tips, positive messages, etc. to effectively reach first-year students.
 - Assist in creation of print & digital materials for FYE programs & events, including flyers, digital signage, Hall Crawls, and the First Year Journal.
 - Act as a resource for first-year students through social media to answer questions.
 - Keep each social media page as professional and informational as possible, while still connecting with students.