



JOB DESCRIPTION

Campus Employment/Federal Work Study Job Description

Position: FYE Coordinator

Revision Dates: 10/2024

Reports to: Associate Director of the First-Year Experience and Transition Programs

Department: Academic Life

Salary Grade: Tier (Maryland Minimum Wage)

FSLA Status: Non-exempt

Duration of Appointment: February/March 2024- December 2025

This position is open to work study and campus employment students.

Scope: McDaniel's First-Year Student Experience:

Modeling all the positive attributes of a McDaniel student, FYE Coordinators are leaders in the Peer Mentor Program. They report to and support the Associate Director of First-Year Experience and Transition Programs. They offer oversight for the entire Peer Mentor Program, including academic, personal, and social support for peer mentors and new students.

Basic Responsibilities

FYE Coordinators drive the training and implementation of the Peer Mentor Program. They model and foster an inclusive environment that teaches peer mentors how to help new students develop strong identities as McDaniel community members.

FYE Coordinator responsibilities include, but are not limited to:

- Planning and implementing spring semester meet and greet.
- Working remotely throughout the summer to plan August training and fall programming. (Weekly hours will vary, but plan for about two hours a week).
- Executing August training for all peer mentors. (Move-in is the week of August 18th)
- Participating in NSO.

- Overseeing a small pod of peer mentors throughout the semester; check-ins required
- Planning, marketing, and participating in FYE events.
- Recruiting potential applicants to the program during the First 100 Days Event.
- Meeting regularly with the Associate Director of the First-Year Experience and Transition Programs in the spring, summer (virtually), and fall. Schedule TBD.
- Assisting in the evaluation efforts of the FYE (such as creating QR codes for events and tracking student participation)
- Other duties as assigned by the Associate Director of the First-Year Experience and Transition Programs.

Requirements:

- Successful completion of at least 1 semester at McDaniel by the start of training.
- Served as an FYS peer mentor for at least one appointment (2024 fall semester/or yearly if before Fall of 2023).
- Maintain a minimum cumulative GPA of 2.5
- Clean disciplinary record at McDaniel College (not on disciplinary probation)
- Involved member of the campus community who wants to share their love of McDaniel with others.