

Position Title: Lead First Year Fellow

The Lead First Year Fellow (FYF) is a paraprofessional staff member whose primary focus is the academic development and retention of first-year students living in the Residential Colleges. Lead FYFs manage a team of First Year Fellows and have significant oversight in the day-to-day operations of the FYF program. Within their cohort, Lead FYFs are responsible for developing community, hosting academic success related programming, creating study groups, relaying important academic dates or deadlines, and connecting one-on-one with residents around topics like registration, academic planning, and the Insights surveys

Position Responsibilities

- Manage a team of assigned First Year Fellows.
- Support, mentor, and hold assigned First Year Fellows accountable to position expectations through recurring one-on-one meetings and semesterly evaluation meetings.
- Develop, create, and coordinate training for the First Year Fellow team.
- Lead Tuesday evening First Year Fellow staff meetings.
- Attend regular Lead FYF team meetings.
- Assist in the overall development of the resident cohort model.
- Serve as an academic peer mentor to one or more cohorts. Cohorts include residents who belong to the same school or college and live in the same residential area.
- Foster a community amongst the cohort that is conducive to academic success by using various in-person and online tools/techniques.
- Create academic connections amongst cohort members and organize study groups. FYFs will work with residents to set Camner tutoring, Math Lab, or Writing Center appointments as needed.
- Be knowledgeable about the first-year experience and assist residents in their transition to the University.
- Have regular one-on-one check-in meetings with assigned residents about their UM experience.
- Host recurring cohort meetings, cohort-specific programming, and building-wide programming in partnership with Residential Faculty.
- Support annual recruitment efforts for HRL Student Staff positions.
- Due to the nature of the Lead FYF position, significant extra-curricular involvement and outside employment must be discussed and approved by your direct supervisor(s) prior to your commitment.
- Develop and maintain a supportive working relationship with residential life/central office staff members, residential area professional staff, Residential Faculty, Resident Assistants, Desk Assistants, HRL Safety & Security, Programming Assistants, First Year Fellow team and other HRL staff.
- Role model and adhere to university and departmental policies and procedures.
- Complete other duties as assigned by the direct supervisor(s) which relate to the role of the Lead First Year Fellow.

Qualifications

- The following must be accepted to be eligible for the Lead First Year Fellow position.
- **Previous Experience:** Lead FYFs must have completed two semesters of previous employment as FYF prior to begin employment as a Lead FYF.
- **Duration:** Lead FYFs are required to be available for and fully commit to the entire employment period as specified above.
- **Course Load:** Lead FYFs must maintain full-time undergraduate status at the University of Miami throughout the entire academic year, enrolling in a minimum of 12 credits and a maximum of 18 credits per semester.