OVERVIEW

The First-Year Student Outreach Project (FYSOP) welcomes first-year and transfer students to Boston University and the Greater Boston Community before the fall semester begins. FYSOP engages new students and returning student staff leaders in social justice education, Boston orientation, volunteer service, and critical reflection. We seek to learn about our city, its communities and organizations, and challenges and opportunities for change that we can engage in together throughout our time at BU and in Boston.

First-Year Student Outreach Project Coordinators (FYCOs) serve as members of the Community Service Center team to plan and implement FYSOP for incoming Boston University students. FYCOs will, under the mentorship of FYSOP program managers, CSC interns, and CSC senior staff, develop a mission and vision, education programs, service opportunities, and critical reflection experiences for both the whole program and a smaller cohort of students and staff leaders. FYCOs will also be responsible for project areas, overseeing programmatic or logistic functions of the program. Finally, FYCOs will support Orientation in welcoming all students, regardless of FYSOP participation, to our community. FYCOs will excel and be willing to grow in the following skills: adaptability and openness to change, communication, teamwork and compromise, and a commitment to self-care and growth.

RESPONSIBILITIES

• Facilitate the recruitment, interviewing, selection, and training of over 150 FYSOP staff leaders.
• Work as a collective to develop education, service, and reflection programs for student participants, communicating effectively with University and Boston-area community partners.
• Collaborate with other FYCOs to oversee a specific programmatic or logistic component of the program, as well as modules for staff leader training and first-year education days.
• Develop a vision for and oversee the FYSOP experience for a smaller cohort of first-years and staff leaders.
• Recruit FYSOP volunteers through engagement in University Orientation sessions throughout the summer.
• FYCOs will be trained to become a Common Ground Facilitator during Orientation sessions. Facilitators guide students through and interactive exploration of Boston, while helping students engage with one another through team building exercises in order to learn that challenges may be overcome by finding common ground.
• Support CSC program managers in the implementation of the Student Food Rescue program and planning for academic year initiatives.
• Continue engagement into Fall 2017 semester, completing and submitting all work-related binders, thank you cards, and evaluation materials, and assisting in the transitioning of first-year students from FYSOP to the academic year.

QUALIFICATIONS

• All full-time undergraduate students in good academic, judicial, and financial standing with Boston University are encouraged to apply. No prior experience with FYSOP is necessary to serve as FYCO.

DATES OF EMPLOYMENT

Official: Tuesday, May 23—Sunday, September 3, 2017
As a mentor and FYSOP ambassador: Through May 2018.

As a condition of employment and benefit for the University, FYCOs will be provided housing from Monday, May 22 - Monday, August 28, 2017 as long as they remain in good academic, judicial and financial standing with Boston University. FYCOs living off campus or studying abroad during Fall 2017 will have to arrange their own housing after 9 am on Monday, August 28 for the FYSOP week.
First-Year Student Outreach Project Coordinator

TRAINING SESSIONS & SPRING RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Event Description</th>
<th>Time(s)</th>
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<tbody>
<tr>
<td>March 17-18, 2017</td>
<td>Weekend Retreat, Off Campus</td>
<td>5 pm Fri. – 11 pm Sat.</td>
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<tr>
<td>March 19, 2017</td>
<td>CSC Training</td>
<td>10 am – 5 pm</td>
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<tr>
<td>Late March/Early April</td>
<td>Staff Leader interviews, office training, and Spring Into Engagement</td>
<td>To be scheduled</td>
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<tr>
<td>April 9, 2017</td>
<td>Public Speaking Training</td>
<td>10 am – 1 pm; 4:30 – 9 pm</td>
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<tr>
<td>April 22, 2017</td>
<td>Staff Leader Hiring</td>
<td>9 am – 5 pm</td>
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<tr>
<td>May 23-26, 2017</td>
<td>Summer Training, Week 1</td>
<td>8 am – 5 pm; 6 – 9 pm</td>
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<tr>
<td>May 29-June 2, 2017</td>
<td>Summer Training, Week 2</td>
<td>8 am – 5 pm</td>
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Please note there will be 3 additional 3-hour trainings in the Spring that will be arranged.

IMPORTANT DATES

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<tr>
<th>Date(s)</th>
<th>Event Description</th>
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<tr>
<td>August 22-27, 2017</td>
<td>Staff Leader Training</td>
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<tr>
<td>August 28-September 1, 2017</td>
<td>First-Year Student Outreach Project</td>
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<tr>
<td>September 2, 2017</td>
<td>Final FYCO team meeting</td>
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<tr>
<td>September 2017</td>
<td>Fall Into Engagement</td>
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COMPENSATION

$11 per hour for the following requirements:

- Hours worked for training and interview activities in March and April
- All required Summer Training hours in May
- Up to 30 hours/week, June 5-July 28 (Office hours, meetings, partner visits, & Orientation responsibilities)
- Up to 35 hours/week, July 31-August 18 (Office hours, meetings, and partner visits)
- Up to 40 hours/week, August 21-September 1 (FYSOP and Staff Leader Training)

Please note that earnings are subject to federal and state income taxes.

--Position is also sick time eligible, unless the student has work-study during the summer.
--FYCOs must take at least 5 unpaid vacation days in June (after training) or July

OTHER THINGS TO NOTE ABOUT THE POSITION

- It is expected that a FYCO’s first priority is their responsibility to the Community Service Center.
- FYCOs should not have a second job on campus after commencement.
- FYCOs may take courses during Summer I.
- Outside commitments may not interfere with any of the aforementioned responsibilities and dates.