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 student volunteers and returning student staff leaders in social justice education, direct service, and critical reflection. We work to learn about and address community-identified needs through ten intersecting focus areas.

First Year Student Outreach Project Coordinators (FYCOs) serve as members of the Community Service Center (CSC) staff 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, direct service opportunities, and critical reflection for one of ten social justice focus areas with a co-coordinator. FYCOs will also be responsible for the management of a FYSOP project area, overseeing a programmatic or logistic function of the program.

RESPONSIBILITIES

Spring 2016
• Attend all CSC and Summer Leadership training sessions listed below.
• Participate in the recruitment, interview, and selection process of FYSOP staff.

Summer 2016
• Engage fully with May Summer Leadership Training.
• Develop a mission and vision for the assigned social justice focus area.
• Construct focus area-based educational programming that will be implemented digitally throughout the summer, and during FYSOP.
• Communicate with Boston-area community partners and assemble high-quality direct service for volunteers.
• Oversee a FYSOP project area. Project area examples include food, transportation, public relations, ceremonies and programs, education and reflection, and databases.
• Recruit FYSOP volunteers through participation in University Orientation sessions throughout the summer.
• Reach out to all first-year students assigned to FYCO’s social justice focus area.
• Support CSC summer programs, including volunteering for Student Food Rescue.

Fall 2016
• Complete and submit focus area and committee binders.
• Submit all thank you, recognition, presenter payment, and evaluation materials.
• Assist in transitioning first-year students from FYSOP to the academic year, attending SPLASH, post-FYSOP events, and sharing FYSOP Futures communication.
• Support the recruitment of FYCOs for FYSOP 28.
COORDINATOR JOB DESCRIPTION
First-Year Student Outreach Project

POSITION CALENDAR
Details on times of trainings will be provided upon hiring and are subject to change. All trainings and events listed are required.

Friday, March 18-Saturday, March 19  
Summer Leadership Retreat (Off-campus)
Friday, March 25-Saturday, March 26  
CSC Staff Training Retreat (On-campus)
Monday, March 28-Friday, April 8  
FYSOP Staff Interviews (2-3 hours/week)
Sunday, April 17  
Staff Selection & Communication Training
Monday, May 16  
Summer Housing Begins
Tuesday, May 17-Friday, June 3  
May Staff Training
Monday, June 6-Friday, July 22  
25 Hour/Week Office Schedule
Monday, July 25-Friday, August 19  
35 Hour/Week Office Schedule
Tuesday, August 23-Sunday, August 28  
FYSOP Staff Training
Monday, August 29  
Summer Housing Ends
Monday, August 29-Friday, September 2  
FYSOP
Saturday, September 3  
CSC Team Reflection
September-Early October  
Post-SOP and Wrap-up Activities

UNIVERSITY ORIENTATION DATES
During Orientation, FYSOP Coordinators mingle with incoming students and families, while answering questions about FYSOP and other CSC programs. Details on specific responsibilities and expectations during Orientation sessions will be provided upon hiring.

June 8-10, 2016  
Session 1
June 15-17, 2016  
Session 2
June 22-24, 2016  
Session 3
June 29-July 1, 2016  
Session 4
July 13-15, 2016  
Session 5
July 20-22, 2016  
Session 6
July 27-29, 2016  
Session 7
August 31-September 2, 2016  
Session 8

COMPENSATION
• $10/hour for the following requirements
  o Hours worked for training and interview activities in March and April, approximately 40 total.
  o 25-30 hours/week, Monday, May 17-Friday, June 3 (May Staff Training)
  o 25 hours/week, Monday, June 6-Friday, July 29
  o 35 hours/week, Monday, July 31-Friday, September 2
• 5 unpaid vacation days in June or July (Required)
• Housing from Monday, May 16-Monday, August 29
  o Academic year housing begins August 29. Coordinators living off campus or studying abroad during Fall 2016 must find alternative accommodations as of 9 a.m. on August 29.

OTHER THINGS TO NOTE ABOUT THE POSITION
• FYCOs are generally able to hold a part-time job or take a class during Summer Term 1.
• FYCOs are expected to prioritize the Community Service Center, the First Year Student Outreach Project, and our new student experience.