



About the Office of Academic Enhancement

The Office of Academic Enhancement (OAE) fosters a community of support for students that emphasizes academic excellence, campus engagement, and professional development with a core focus on serving underrepresented and first-generation populations. Through mentoring, the OAE connects students to opportunities and resources that maximize their experience at the University of Miami and beyond.

Position Summary

First Year Fellows are part of an effort to support students' academic transition to college and integrate a culture of academic engagement within the residential colleges. First Year Fellows achieve this and support the Office of Academic Enhancement's mission & purpose to expose students to the academic advising process and academic resources, to encourage students' professional and personal growth, to engage students with an intellectual community by connecting students with faculty, and to empower students to take ownership over their education.

Primary Responsibilities as a First Year Fellow

Academic Coaching & Education

- Demonstrate positive behaviors that promote academic success and encourage residents to develop and enhance successful academic skills
- Perform 1-on-1 meetings with residents to create an academic success plan in the beginning of the fall semester
- Conduct academic check-up meetings with residents who are identified as potentially needing academic intervention as a result of early alert systems
- Educate residents on college level academic advising process & their role in academic planning
- Educate residents on University academic policies
- Refer residents to academic resources on campus
- Share opportunities such as awards & fellowships, internships, research, and other experiential learning opportunities within the University
- Perform 1-on-1 meetings with residents to create an undergraduate career goal plan in the beginning of the spring semester

Resident Engagement & Community Building

- Know and recognize all residents in assigned communities
- Work collaboratively with Resident Assistants, Residential Life staff, and Residential Faculty in your residential college
- Plan and implement educational programs as set by the residential engagement model
- Facilitate First Year U small group discussions & check-in meetings





- Participate in First Year U experience Miami excursions
- Hold weekly engagements for your communities, unless otherwise noted by the engagement model
- Facilitate a culture of belonging by encouraging others to celebrate areas of diversity, inclusivity, multiculturalism, and social justice
- Demonstrate strong listening and reflection skills

Team Member & Role Model

- Balance academics, personal relationships, and extracurricular activities with the FYF position
- Manage time, stress, coursework, academic behaviors, and attitude appropriately as a role model
- Adhere to departmental and staff expectations, University policies in the Student Rights & Responsibilities Handbook, and Housing and Residential Life Policies.
- Respect and maintain confidentiality
- Work collaboratively with other First Year Fellows on a collateral assignment, or specific duty determined by supervisor
- Give and receive constructive feedback from others
- Support Resident Assistant initiatives in assigned communities
- Participate in FYF recruitment & selection processes
- Assist with FYF training and in-services as needed

Administrative

- Attend all trainings, staff meetings, staff development opportunities and committee meetings set by supervisor
- Check for communications from supervisor or team members at least 2-3 times per day
- Maintain communication with supervisor in one on one meetings, weekly updates, and when needing assistance supporting a student
- Log resident interactions, submit engagement proposals & evaluations, and other administrative work as assigned.
- Use UM associated email & calendar, Microsoft Teams, and other technology for communication, planning, and administrative tasks

Qualifications

- Full-time undergraduate student in good disciplinary standing with the University
- UM semester and cumulative GPA of 3.0 at time of application, hire, and while in role
- FYFs must have completed at least two semesters at UM (fall/spring) prior to starting the position.
- FYFs must pass a background check, which requires a social security number. This will be completed upon job offer, and failure to clear the background check will result in a withdrawn offer.





Compensation & Benefits

- \$8,500 awarded to student account toward the room
- Resides in assigned small single room in Hecht/Stanford or assigned standard single or double as a single in Mahoney/Pearson.
 - FYFs are responsible for [paying the room rate associated with their assignment](#) & [selecting and paying for a meal plan](#).

Important Commitments

RA, CA, FYF Kickoff: TBD (usually in spring semester)

Summer Online Training: TBD

FYF August Training & New Student Move In: TBD (approximately 16 days prior to first day of classes)

Tuesday Staff Meetings: FYFs must be available and have no other commitments Tuesday evenings after 6:15 PM through 10:00 PM for weekly staff meetings.

Other commitments: Some activities on campus do not align with availability required to be an FYF due to large time commitments, time away from campus, etc. FYFs cannot be Division 1 student athletes, involved with orientation, a President of a social Fraternity or Sorority, nor Student Government President. Marching band and other activities not specifically mentioned may be approved on a case-by-case basis.