



## 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 advising
- 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 area
- Attend and facilitate new student orientation sessions with residents
- 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 office hours for your communities
- 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
- Assist with residential college move in for new students
- 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.

#### Qualifications:

- Full-time undergraduate student in good disciplinary standing with the University
- Maintain semester and cumulative GPA of 3.0 or greater

#### Compensation & Benefits

- \$8,500 room credit toward the cost of the room their assigned
- Stanford Residential College: Assigned a small single room
- Mahoney & Pearson Residential Colleges: Assigned a double as a single or a private single, depending on departmental needs
- Build strong connections with a network of peers, residential faculty, and administrators
- Professional development opportunities catered toward goals and interests

