OUR MISSION
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.

OUR PURPOSE
Expose
- Introduce students to campus resources that support academic excellence
- Present students with opportunities, such as awards & fellowships, internships, and other academic experiences to support the development and pursuit of their goals during and beyond their undergraduate career
- Connect students to programs and events that enhance their academic experience

Encourage
- Advocate for and mentor students
- Offer a safe space that is welcoming to all students
- Support and promote students’ professional and personal growth

Engage
- Connect students to/with faculty and campus partners to aid in setting goals and exploring their interests
- Assist with the development of students’ professional communication skills

Empower
- Motivate students to take ownership of their education and learn to advocate for themselves along their journey to self-discovery
- Nurture students’ resiliency allowing them to confront adversity and demonstrate perseverance in pursuit of their goals.

POSITION SUMMARY
First Year Fellows support the purpose of the Office of Academic Enhancement through their efforts to expose students to campus resources and opportunities, encourage students by serving as an advocate and mentor for their professional and personal growth, engage students by connecting them with faculty and campus partners, and to empower students by motivating them to take ownership of their education and learn to advocate for themselves along their journey.

First Year Fellows (FYFs) are trained academic peer mentors who live and work with a group of students in one of first year experience residential colleges. The transition to a new university setting can be challenging, and FYFs support and coach students through academic challenges. In order to be successful in this position, FYFs build and maintain relationships with their residents through frequent individual interactions as well as answering questions about classes, majors, cognates, and other academic policies.
SUPERVISOR
Senior Advisor, Residential Colleges

DUTIES AND RESPONSIBILITIES

General Expectations
1. Adhere to the specific expectations identified and communicated from your supervisor.
2. Develop and maintain a supportive working relationship with OAE staff members, Residential Faculty, Area Director/Assistant Area Directors, Resident Assistants, and other First Year Fellows.
3. Role model and adhere to University and Housing and Residential Life policies and procedures.
4. Be a positive representation of Housing and Residential Life, the Office of Academic Enhancement, and the University of Miami in all mediums (on campus, off campus, social media, etc.).
5. Understand role with the Family Educational Rights and Protections Act (FERPA) by maintaining confidentiality.
6. Not all duties may be listed, as you may be asked to complete other duties as assigned.

Administrative
1. Participate in all training, staff development, staff meetings, and one on one meetings with supervisor.
2. Assist in opening of residential colleges including preparation and move in days.
3. Serve on a collateral assignment, which may take the form of a formal committee, campus partner liaison, or specific duty to be assigned by supervisor.
4. Provide office and clerical support in the Residential College Advising office, as needed.
5. Complete various reports, including but not limited to: program proposals, program assessments, resident interaction tracking, and budget tracking.
6. Use software and/or applications such as Trello, Slack, StarRez, and others for accomplishing goals and expectations of the position.
7. Support university and departmental initiatives and contribute to the FYF team as well as the respective residential college team.
8. Participate in and support all First Year Fellow staff recruitment, selection and evaluation processes.

Exposé - FYFs will expose their residents to campus resources, events, and opportunities by:
1. Assist students in their general orientation to campus by accompanying residents to Orientation sessions and events.
2. Assess the programming and developmental needs of students by means of questionnaires, personal contacts, intentional resident conversations to meet residents’ academic, educational, multicultural, social, and professional developmental needs.
3. Be available and accessible to students within the assigned Residential College throughout the year.
4. Support, promote, and staff residential faculty programs as well as First Year Experience (FYE) programs sponsored by Housing and Residential Life.
5. Educate residents of University academic policies and procedures.
6. Direct residents to proper campus partners for the appropriate resources and support.
7. Create and maintain bulletin boards for each assigned floor each month.
Encourage – FYFs will advocate for and mentor their residents, offer a space welcoming for all students, and support students’ personal and professional growth by:

1. Develop and maintain healthy and appropriate relationships with residents in the building.
2. Conduct intentional resident one-on-one conversations with each resident in your assigned community.
3. Respect and recognize the diversity of beliefs values and interests of UM students. Be consistent in behavior toward all students regardless of age, gender, race, ethnic background, socioeconomic status, sexual orientation, religion, disability, nationality and/or veteran status.
4. Assist students to develop confidence in navigating the University.

Engage – FYFs will connect students to faculty and campus partners to aid in goal setting and exploring their interests along with assisting with their professional communication skill development by:

1. Provide support for all residents and promote an understanding between students by encouraging attendance at programs offered through the University and the Residential Colleges.
2. Create and facilitate academically oriented programs within the assigned Residential College.
3. Complete two consistently scheduled community hours per week in the floor study lounges or designated area arranged with supervisor.
4. Be personally involved with and encourage student involvement in campus and Residential College activities.
5. Help students to identify personal goals and strategies for success based on their definition of success.
6. Provide opportunities for individual reflection and academic conversations in the residential colleges.

Empower – FYFs will motivate students to take ownership of their education, learn to advocate for themselves, and nurture resiliency in order to confront adversity in pursuit of their goals by:

1. Encourage the principles of individual responsibility and respect for others’ development through positive role modeling, challenging and supporting, and educational initiatives.
2. Discuss potential referrals and/or problems with supervisor. Regard any personal information about residents as confidential to protect the rights of the residents and increase trust and credibility as a peer helper. However, the FYF will “consult up” as appropriate with their supervisor.
3. Utilize academic coaching techniques to assist students in developing strategies to overcome academic challenges.
4. Outreach to students experiencing academic difficulty.

TERMS OF EMPLOYMENT

Employment Period

Position Tenure: This position requires a commitment for the full academic year of 2019-2020.

Dates of Employment:
- Sunday, March 24, 2019 – FYF & RA Kickoff Day from 10:00 a.m. to 5:30 p.m. (lunch provided)
- Monday, June 17 – Sunday, August 4, 2019 – Online summer modules completed at your pace
- Saturday, August 3, 2019 – Thursday, December 12, 2019
- Wednesday, January 8, 2020 – Thursday, May 7, 2019
Remuneration and Benefits

**Housing Assignment:** First Year Fellows reside in a single room at the rate of a double room in Eaton, Hecht, or Stanford Residential College. A waiver in the amount of the difference between a single room and a double room is provided by Housing and Residential Life and applied to the FYF’s account.

**Meal Plan:** Housing and Residential Life provides First Year Fellows with a 14-meal plan when University Board Plan is operating. Meals are not provided when the dining facilities are closed, and substitutions are not allowed, (e.g. cash, for those not wishing the meal plan, or those wishing for a lesser meal plan).

**Note:** The value of the housing waiver and meal plan is applied as a resource to a student’s financial aid, and therefore reduces the cost of attendance. Please consult with the Office of Financial Assistance if you have questions about the impact to your financial aid.

Qualifications

- **Course Load:** FYFs must maintain full-time undergraduate, degree-seeking status at the University of Miami for the entire year, and be enrolled in at least 12 credits. FYFs must also not take more than 18 credits, particularly in the first semester of employment. Requests to take more than 18 credits may be made to the Director of the Office of Academic Enhancement.

- **Student Status:** FYFs must have been a UM student for two semesters (fall and spring) by the start of their appointment.

- **Grade Point Average:** Maintain a minimum semester and cumulative UM grade point average of 3.15 at time of application and maintain a minimum cumulative and semester UM grade point average of 3.15 during the contracted period of employment. If either the minimum cumulative or semester UM GPA is not maintained, the FYF may be granted a maximum of one (1) academic term (Fall or Spring) to return to the minimum standards. If the FYF is unable to achieve minimum standards of a 3.15 cumulative and semester UM GPA after one academic term, the FYF may be terminated. New hires are not allowed to begin their contracted period of employment under probation due to failure to meet the minimum academic requirements.

- **University Standing:** FYFs may not be on strict disciplinary probation or final disciplinary probation at time of hire or any point during employment.

- **Background Check:** FYFs must pass a background check, which requires a social security number. This is completed upon job offer, and failure to clear the background check will result in the withdrawal of the job offer.

**Note:** International students who have not previously worked on campus and obtained a valid social security number will be required to make arrangements to return to the United States to complete paperwork to acquire a social security number 30 days before the employment start date in August. Please consult with the Office of International Student & Scholar Services for details on this process.

Requirements

- Additional and outside employment including internships and research must be discussed and approved by direct supervisor.

- The FYF position is to be considered the principal non-academic commitment for each FYF. Extracurricular and co-curricular activities, including research, should not conflict with the time needed to perform effectively as an FYF throughout the academic year.
Adherence to all policies, rules, and regulations of the University of Miami. Failure to abide by all regulations and policies; or failure to present yourself as a positive role model may result in job termination.

An evening class is defined as ending after 6:15 PM. Evening classes are not allowed on Tuesdays unless the class is required to graduate and needs to be taken that semester to remain on track. This class must be approved by the respective senior staff through a written approval process, prior to registering for the course. Tuesday evening classes are prohibited due to weekly staff meetings.

Tuesday evenings are reserved for weekly staff meetings, and FYFs must be available 6:30 PM to 10:00 PM. While these meetings will not last the entire time, there will be occasions that require the flexibility of time on Tuesday evening.

The First Year Fellow position commitment is 10-12 hours per week on average. There are some weeks where the commitment will be more, and other weeks where the commitment will be less. Some of this commitment will be through formal events, activities, and tangible work, while some of the commitment will be maintaining a presence in the communities the FYF serves.

As a result of the time commitment, major outside commitments may present significant conflicts or greater than normal time management challenges. FYFs must not be committed to UM Athletics (without approval from coach and Sr. Advisor), Fraternity/Sorority President, Orientation staff, the Student Government President, or the Resident Assistant position.

Additionally, Marching Band must be discussed in advance with the Sr. Advisor and the Director of the Marching Band, where an understanding is reached that FYF responsibilities will come first. The main concern for Marching Band is the opening.

All FYFs are expected to attend and participate in staff training. The August training should be the FYF’s only commitment from the start of training through the first day of classes. Those who rely on external employment will need to plan to request the time off. This is a vital time period for building relationships with the team and developing skills to serve residents.

First Year U

Four to five FYFs will be identified during time of hire as facilitators for First Year U. These FYFs will be placed on a floor in which they are responsible for serving only one residential floor, rather than two, due to the extra commitment of First Year U.

Attend a separate training and work closely with Butler Center for Service & Leadership staff.

First Year U commitment includes four Sundays and six Mondays. The Sundays are for teambuilding and experience Miami trips, while the Mondays are for scheduled dinners and discussion nights.

Appointment Tenure

The FYF appointment is for the 2019-2020 academic year only. Selection of the 2020-2021 academic year staff will be based on the entire candidate pool including current FYFs deemed eligible for rehire. Renewal of the appointment is based upon job performance and performance evaluations, which include a formal mid-year evaluation and a summary evaluation in late spring semester.

Photographs and other Media

By accepting the FYF position, you are allowing the University to use your photograph and videos that include you in promotional material.
Commitment Calendar
2019-2020

This calendar is to help staff in arranging travel plans, etc. All FYFs are expected to be present during all times on this calendar. Initial each line, add these dates to your calendar, then sign the line at the bottom.

<table>
<thead>
<tr>
<th>FYF Initials</th>
<th>Date</th>
<th>Commitment</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>February 22, 2019 by 4:00 PM</td>
<td>Offer Form and paperwork due</td>
<td>Submit to the OAE</td>
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<tr>
<td></td>
<td>March 24, 2019 10:00 AM – 5:30 PM</td>
<td>FYF Kickoff</td>
<td>For all 2019-2020 FYFs</td>
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<tr>
<td></td>
<td>June 17 - August 4, 2019</td>
<td>Online training modules and assessments completed</td>
<td>Directions will be emailed</td>
</tr>
<tr>
<td></td>
<td>August 3, 2019 By 5:00 PM</td>
<td>FYFs move-in to areas</td>
<td>Can begin moving in at 8:00 AM, no earlier. More information will be provided.</td>
</tr>
<tr>
<td></td>
<td>August 3 – 11, 2019</td>
<td>Fall FYF Training</td>
<td>Meals provided. No other commitments during this time.</td>
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<tr>
<td></td>
<td>August 12-13, 2019</td>
<td>Opening &amp; New Student Move-in</td>
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<td></td>
<td>August 14-18, 2019</td>
<td>New Student Orientation</td>
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<tr>
<td></td>
<td>December 12, 2019 After 12:00 PM</td>
<td>FYFs released for Winter Break</td>
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<tr>
<td></td>
<td>January 8, 2020 By 5:00 PM</td>
<td>FYFs return for Spring Training</td>
<td>Can begin returning at 8am</td>
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<td></td>
<td>January 8-12, 2020</td>
<td>Spring FYF Training &amp; Preparation</td>
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<tr>
<td></td>
<td>May 8, 2020 After 12:00 PM</td>
<td>FYF contract ends</td>
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*These dates do not include First Year U dates, which all FYFs assigned to First Year U must consider part of their required commitments. These dates will be communicated in August.

First Year Fellow Contract for 2019-2020

I have read and agree to the Office of Academic Enhancement’s First Year Fellow position description, FYF commitment calendar, and terms of employment. By signing this document, I understand and agree to the dates of employment as listed, to uphold the responsibilities of the position, and to abide by University of Miami and Department of Housing and Residential Life policies. Failure to comply with any of the conditions listed on the position description, FYF commitment calendar, or terms of employment may result in termination from the position and cancellation of all benefits of employment.

As an on-campus resident, I have read and understand the Terms and Conditions of the Housing Agreement. By signing this employment contract, I agree to abide by all sections of the Terms and Conditions of the Fall 2019/Spring 2020 Housing Agreement.

Printed Name: _______________________________________________

Signature: ________________________________________ Date: _________________