

TXSM Chair, 2023 – 2024 Student Executive Board

Position and department overview

The Student Executive Board (Exec) is a team of student leaders hired by Student Transitions & Family Programs to create, plan, and implement interventions that aid new students and their parents and families in their academic, social, and personal transition to Washington University. The 2023-2024 Student Executive Board (Exec '23) will be comprised of members who will work in one of various chair positions: WUSA Chair (12 positions) or TXSM Chair (1 position). For a full list of important dates and responsibilities, please refer to the 2023 – 2024 Student Executive Board Important Dates document. This position is supervised by one of the Coordinators for Student Transitions.

Student Transitions & Family Programs (STFP) supports new students through their transition into the WashU community to assure they build and sustain their academic and personal goals. STFP brings together people, programs, and resources to provide an undergraduate experience of exceptional quality where all students are known by name and story and where they prepare themselves for lives of purpose and meaning.

Primary duties:

1	Assist with STFP initiatives and programs for 12 to 5,000 new students, student leaders, and parent and family members ranging in scope from 1 hour to 9 days	30%
2	Supervise team of approximately 5-10 TXSMs specializing in transfer and exchange student support. Supervision includes facilitating training, guiding student leaders through responsibilities, and leading team meetings and check-ins.	20%
3	Assist in preparing for the recruitment, selection, and training of student leaders, with specific duties including: preparing materials for applications and interviews, managing logistics of recruitment and selection, implementing recruitment and selection for student leaders, and interviewing and evaluating candidates.	20%
4	Assist with the development and implementation of student leader training and community development by facilitating and coordinating trainings and discussions for 100 people and small groups	20%
5	Perform other duties as assigned	10%

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Essential responsibilities:

- Will supervise the transfer or exchange student population. Supervision includes:
 - TXSM training during the spring, summer, and fall (Including Camp TXSM); running workshops and encouraging team cooperation
 - Oversee supervisees through completion of TXSM responsibilities
 - Weekly team meetings during the fall semester, and bi-weekly team meetings during the spring semester; 1-on-1 check-ins with TXSMs throughout the year
- Serve as a liaison to campus partners working with transfer and exchange students including: academic divisions, Office for International Students and Scholars, and Residential Life
- Collaborate with the Marketing and Communications Team to create and send resources and important information to transfer or exchange students such as the *Bear Bulletin* e-newsletter
- Assist in preparing for the recruitment and selection of the TXSMs, with specific duties including: preparing materials for application and interviews, managing logistics of recruitment and selection, and supporting the selection of the TXSM team
- Plan and implement monthly community-wide programming for transfer and exchange students
- Assist with logistic support for large scale programming including Bear Beginnings: Transfer and Exchange Student Orientation, Winter Welcome: Spring Exchange Orientation, and Parent & Family Weekend. Specific duties include: preparing materials for the Fall 2023 Transfer Cohort, Fall 2023 Exchange Cohort, and Spring 2024 Exchange Cohort, preparing materials for TXSMs working with transfer or exchange students, creating action plans and organizational tools, utilizing various communication methods, and administering problem solving techniques
- Exec are required to share information with their supervisor and/or the Title IX Coordinator if a new student, student leader, or colleague discloses, or they otherwise become aware of, concerns of sexual harassment, sexual or relationship violence, or stalking
- Other duties as needed

Education & experience required:

- **Must** have served previously as a Washington University Student Associate (WUSA) or Transfer & Exchange Student Mentor (TXSM). Preferred for applicants to have experience transferring between institutions or studying abroad including with an exchange program.
- Be returning, full-time undergraduate students for the spring 2023 and fall 2023 semesters, studying on the Danforth campus.
- Must be in good academic and student conduct standing for the 2023 spring, summer, and fall semesters. This includes a cumulative GPA of 3.0 or higher and a semester GPA of 3.0 or higher during semesters employed. Applicants who do not meet this criteria may still apply, however STFP will consult with staff and administration which may include your academic dean, your 4-year academic adviser, Student Conduct and Community Standards Staff, Relationship and Sexual Violence Prevention staff, Title IX staff, or other Division of Student Affairs personnel.
 - Student Transitions & Family Programs staff will access an applicant's academic and conduct record to check for academic and university standing including but not limited to semester GPA, cumulative GPA, course status and completion, and conduct standing upon application and semester intervals during employment status for continued eligibility to remain in the role once hired.

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Salary range:

Hourly position. Execs will be paid \$12.25 per hour as a starting salary. Returning Exec members may be eligible for additional compensation. All Exec members may be eligible for wage increase at the start of the following fiscal year (July 2023). Interested candidates can expect to typically work between 10 – 15 hours per week during the academic school year. Summer work hours range depending on the implementation of the program. The position pays overtime for work over 40 hours per week.

How to apply:

Please submit application materials virtually through <https://newstudents.wustl.edu/about/apply/>. Applications will close on November 1, 2022 at Noon. Applicants will be asked to provide information in a form, provide a resume and cover letter, and sign up for a 45 minute interview timeslot upon submission of the application.

For questions or additional information:

For questions or more information, please contact Renaldo Luna Gacad at transitions@wustl.edu or 314.935.5040.