



First Year Experience (FYE 2100) Co-Facilitator

The FYE Co-Facilitator is a leadership role that helps support First-Year Experience Seminar (FYE 2100) students as they adjust to college life. Working closely with instructors, Co-Facilitators serve as role models, foster inclusive classrooms, and help create a positive first-year experience for incoming students. They take on various responsibilities both in and outside the classroom, developing leadership skills while making a meaningful impact on campus.

RESPONSIBILITIES FOR CO-FACILITATORS

Classroom Support:

- Attend and assist with your assigned FYE class (meets twice weekly in-person for 1 hour and 15 minutes).
- Help prepare and deliver lessons and activities and facilitate classroom discussions.
- Support instructor by managing attendance, coordinating guest presenters, grading, organizing materials, etc.
- Lead at least two class sessions during the fall semester.

Mentorship and Building Community:

- Meet one-on-one with each FYE student at least once during the fall semester.
- Organize and attend one pre-existing, outside-of-class event or activity with your FYE students.
- Serve as a positive role model and guide for students navigating their transition to college life.

QUALIFICATIONS

- Enrolled as a WMU undergraduate student for at least 6 credit hours for fall 2026.
- Must be a second-year student or higher and have completed at least one semester at WMU (transfer students are eligible).
- Minimum cumulative GPA of 2.5 at the time of application and throughout employment.
- In good disciplinary standing with the university.
- Effective communication skills (verbal and written).
- Ability to work independently and collaboratively with groups.
- Knowledge of WMU academic and social resources, events, and student organizations.
- Maturity, responsibility, reliability, professionalism, and the desire to serve as a role model for incoming first-year students.

TIME REQUIREMENTS

- **Class Attendance:** Attend your assigned FYE class (2x/week, 1 hr 15 min). Class times are fixed based on your availability.
- **Outside of Class Hours:** Coordinate with your FYE primary instructor to schedule responsibilities outside of class.
- **Paid Training and Professional Development - Required**
 - Complete online training modules in August. These will be available on August 1.
 - Attend in-person Co-Facilitator Orientation – April 17, 2026 | 2-5 p.m.
 - Meet one-on-one with OST Assistant Program Manager at least once during the fall semester.
 - If hired, you will need to commit to attending one professional development meeting per month throughout the fall semester. This will take place during your class time.

COMPENSATION AND BENEFITS

- \$13.75/hour
- Professional Development: Gain valuable leadership, mentoring, and teaching experience to enhance your resume.
- Skill Development: Improve communication, organization, and problem-solving skills by working with diverse groups of first-year students and collaborating with instructors.
- Networking Opportunities: Build connections with WMU faculty, staff, and fellow student leaders.
- Impact: Help first-year students succeed and make a difference in their college experience.