

FYE Student Coordinator

Job Title: FYE Student Coordinator

Reports To: Melanie McManamon; Interim Assistant Director of Student Engagement and First-Year Experience

Department: First-Year Experience

Dates of Employment: from 2/9/2026 through 12/4/2026

JOB PURPOSE

The First-Year Experience (FYE) office supports the successful academic and social transition of all new students through orientation, peer mentorship, and foundational programming. This position is central to the office's mission by managing the logistics, communication, and training for the New Student Peer Mentor (NSPM) program and coordinating large-scale orientation events. The role provides a unique opportunity to gain valuable project management, people leadership, and cross-departmental communication skills highly valued by future employers and for graduate school applications.

DUTIES AND RESPONSIBILITIES

The Student Coordinator oversees the primary logistics and support for the New Student Peer Mentor program and Fall New Student Orientation.

- Manage comprehensive logistics for the New Student Peer Mentor (NSPM) program, including training, assignments, scheduling, and early move-in coordination.
- Serve as the main point of contact for NSPMs, providing weekly communication, scheduling, and facilitating check-ins and support.
- Coordinate the planning and execution of all interactive events for New Student Orientation (NSO) during August.
- Compose, edit, and prepare all written communications directed at new students regarding orientation and the mentor program.
- Assist the FYE leadership team with general administrative, support, and office tasks, including responding to parent/student inquiries.
- Fulfill other duties as assigned.

SCHEDULE

Work shifts vary significantly throughout the year, with remote work possible during the early summer planning phase.

- **February - May (Part-Time):** Approximately 5-10 hours per month for hiring and planning.
- **June - July (Planning/Training):** Up to 90 hours total for summer planning; work can be done remotely until mid-July.
- **Mid-July - August (Orientation Peak):** 40 hours per week (full-time commitment). Must be on campus and available for evening/weekend events. Depending on your housing needs, we are able to offer on-campus housing at a reduced cost during this portion of the summer.
- **September - December (Fall Support):** 4-5 hours per week for Fall NSPM meetings, events, and wrap-up.
- On occasion, the student may be asked to work evenings and/or weekends depending on the College event schedule.

RATE OF PAY

- \$16.30 / hour

WORK STUDY REQUIREMENT

- Federal or L&C Work Study strongly preferred

OTHER REQUIREMENTS

- A friendly, welcoming attitude
- Ability to work independently
- Self-starter
- Excellent attention-to-detail, follow-through, customer service, and professionalism
- Strong organizational, communication, and administrative skills

PREFERENCES

- Experience working with and managing complex spreadsheets

Career Readiness Competencies Developed in This Role

- **Communication:** Clearly and effectively exchange information with others through written, verbal, and non-verbal methods.
- **Critical Thinking:** Identify and analyze problems, evaluate solutions, and make informed decisions.
- **Technology:** Use digital tools and technologies to complete tasks efficiently and effectively.