POSITION DESCRIPTION
This student employment opportunity will give students the chance to work as a dynamic team to support the transition and development of first-and second-year students at Northern Illinois University. Students who have interests and/or skills in a variety of areas (such as technology, writing/editing, event planning, team organization and management, graphic design) are encouraged to apply.

Those selected will begin their work no later than August 15, 2016 (some positions may be available during the summer session) and will extend through May 12, 2017, with a possible extension.

FIRST- AND SECOND-YEAR EXPERIENCE
The First- and Second-Year Experience (FSYE) at Northern Illinois University is the combination of services, programs, and curricular and co-curricular activities that provide the path between student entry to the University and their successful transition to the junior year/upper division. First- and Second-Year Experience offers a foundation for major selection, career exploration, campus involvement and leadership development, residential learning, and engagement in campus and community service. NIU’s First-Year Experience (FYE) programs are designed to help first-year students make a successful transition to college life. The Second-Year Experience assists students in exploring the unique, critical issues and tasks of the second year of college.

The components of First-Year Experience include UNIV 101/201, Student-Faculty Links (SFL), Transfer2Transfer (T2T), Retention Efforts for All inComing Huskies (REACH), Huskies Get Connected (HGC), the First- and Second-Year Success Series (FSYSS), Academic Recognition, and the Common Reading Experience (CRE).

The Second-Year Experience is a partnership between several NIU departments, including Housing & Dining, Student Involvement & Leadership Development, Career Services, and various community collaborators. Components include a Y2@NIU Welcome Back event, Sophomore Days of Service, and “Half-Way to Graduation” recognition for rising juniors.

QUALIFICATIONS:
- Good academic and disciplinary standing (minimum cumulative GPA of 2.50);
- Desire to enhance interpersonal, communication, and leadership skills;
- Positive attitude and enthusiasm for NIU;
- Awareness and appreciation of diversity in all its forms;
- Preference for availability 10-12 hours/week;
- Currently enrolled full-time, have completed at least one year at Northern by Summer 2016, and returning to NIU as an undergraduate for Fall 2016;
- Undergraduate status, preferred graduation date no earlier than 2018.

RESPONSIBILITIES:
- Develop a comprehensive, year-long schedule of programs and activities and marketing strategies that assist first- and second-year students in their transition at NIU;
- Participate in weekly team meetings and regular trainings as well as one on one meetings with supervisor(s) every other week;
- Assist in preparing transition activities and materials;
- Prepare for and coordinate individual programs in advance, which includes, but is not limited to: marketing, preparing program materials, communicating details to all collaborating individuals, follow-up and assessment;
- Learn and explain academic opportunities and procedures;
- Be a positive role model and representative of NIU;
• Be present and on time for weekly scheduled work hours;
• Attend and assist with trainings and programs outside of regular scheduled hours when needed;
• Perform other duties as needed;
• Serve as presenters for education sessions around campus on student trends and issues;
• Assist with all aspects of the development and implementation of the Common Reading Experience and associated events;
• Manage approximately 10-12 office hours a week dedicated to your position.

**BENEFITS:**
• Gain significant leadership experience while enhancing employment marketability and career opportunities;
• Develop professional relationships with faculty, staff, and other students;
• Increase skills in effective interpersonal communication;
• Opportunities for Student Coordinator positions are available;
• Competitive hourly salary.

**APPLICATION PROCEDURE**
Completed applications must be returned to First- and Second-Year Experience in the Altgeld Hall 100. Priority deadline for applications is due March 18, 2016 by 4:30 p.m. Final deadline for applications is March 25, 2016 by 4:30 p.m.

For any additional questions please contact: Kelly Smith, Director First- and Second-Year Experience, Office phone: 815-753-0028; E-mail: fsye@niu.edu.

*Position is contingent on available funding.*
*Equal Opportunity Affirmative Action Employer*
*Division of Academic Affairs*
STUDENT SUCCESS TEAM MEMBER
APPLICATION FOR 2016-2017

GENERAL INFORMATION
Name: ___________________________ Birthday: ___________________
(last) (first) (middle) (month/day)
Preferred E-mail: ___________________________ Z-ID #: ___________________________
Campus Address: __________________________________________________________________________
Preferred Phone: ___________________________ Year in School: Fr. So. Jr. Sr.
Expected Graduation: ______________ Cumulative GPA: ____________
Major: ___________________________ Minor (if applicable): ___________________________

RECOMMENDATIONS
Please identify two people who can speak on your ability to serve as Student Success Team member. One reference should be from NIU and another may be from NIU or an outside reference. Please note; friends, family members, peers, and Community Advisors will not be accepted.

NIU Faculty/Staff Reference (Graduate Students, Community Advisor, Organization Presidents, and other students will not be accepted)
Name: ___________________________ Title: ___________________________ Phone: ___________________________
Relationship to you: ___________________________ E-mail: ___________________________

Second Reference (Can be from NIU. Family members, friends, and Community Advisors will not be accepted)
Name: ___________________________ Title: ___________________________ Phone: ___________________________
Relationship to you: ___________________________ E-mail: ___________________________

RÉSUMÉ
On a separate page(s), please provide as much of the information listed below as possible. Be sure to include dates and responsibilities if applicable. (Visit Career Services in CLB 235 for resume planning assistance, if needed.) Attach your resume to this application form.

- A local/permanent address and phone number
- An e-mail address which you check on a regular basis
- Previous and current education including high school, prior college education, current major, anticipated graduation date, and grade point averages
- Activities on and off campus
- Service experience and involvements
- Leadership experience and involvements
- Present and former places of employment
- Honors, awards, and recognition

ONE-PAGE ESSAY
Describe how you personally have changed since you became an NIU student. Include at least three areas of development you see in yourself.
**VERIFICATION OF INFORMATION AND SIGNATURE**

I have read everything in this application packet and have a complete understanding of its contents. I affirm that the information which I have provided on this application form and all other materials for the position of Student Success Team is complete, accurate, and true to the best of my knowledge. I hereby give approval for the NIU First- and Second-Year Experience Office to check my academic and student conduct records and understand that this information will only be used in the Student Success Team selection process.

Signature: _______________________________ Date: ______________________

This application packet must be returned to First-and Second-Year Experience, Altgeld Hall 100. Priority deadline for applications is due March 18, 2016 by 4:30 p.m. Final deadline for applications is March 25, 2016 by 4:30 p.m.

For any additional questions please contact: Kelly Smith, Director First- and Second-Year Experience, 815-753-0028, Altgeld 100

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