



Job Description

Position Title	First Year Experience (FYE) Associate
Department	Office of Academic Performance
Reporting To	Vice President Student Success
Type of Position	Permanent- Full Time

POSITION DESCRIPTION

The FYE Associate will work closely with Vice President Student Success for designing and implementing all activities related to first year experience including orientation and fall and spring semesters. The incumbent will be responsible for planning, coordination and smooth implementation of FYE initiatives and communication with students, staff and faculty to ensure the smooth execution of overall FYE. Besides the overall monitoring and coordination, they will work closely with first year adviser to design and implement core skill development program, collect FYE data, analyze and develop reports and assist in advising students.

DUTIES AND RESPONSIBILITIES

- **Assistance for Planning and Implementing the FYE Program**
 - Vice President Student Success and First Year Adviser in designing first year experience programs and activities
 - Designing core skill development program
 - Keeping records of all plans and activities
 - Assisting the Team Lead First Year Experience in implementing the programs
- **Research, Advising and Training**
 - Conducting workshops and short courses for first year students
 - Collecting and analyzing the data of first year experience and performance through surveys and FGDs
 - Assisting first year adviser in managing first year advice
- **Marketing and Communication**
 - Updating the social media platforms of the Office of Academic Performance regularly with posts about events and activities taking place, especially for the First Year Experience.
 - Communicating timely and effectively with relevant stakeholders to ensure smooth implementation of First Year Experience programs

REQUIRED JOB SPECIFICATIONS

Required Qualification	Bachelor's degree
Required Experience	Understanding and experience of working with undergraduate or High School students

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Planning skills	High

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2.	Research skills (Data collection, analysis and report writing)	High
3.	Communication skills, both verbal and written	High
4.	Diligence	High
5.	Empathy and care	High
6.	Independent learning skills	High
7.	People skills	High
5	Ability to work independently on new ideas	High
6	Technology skills for using online engagement tools	High

Verified By (For HR Only)

Line Manager (If Any)

Head of the Department

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