

# Juilliard

## First-Year Experience Coach

### General Description

**First-Year Experience (FYE) Coaches** work with incoming first-year, first-time students over the summer and throughout the fall semester to assist in their successful transition to life at Juilliard. FYE Coaches work over the summer to provide guidance, support, and mentorship to assigned groups of incoming first-year students, facilitate virtual community-building activities, and provide opportunities related to the Juilliard Thrives Well-Being dimensions (Community, Career, Social, Physical, Emotional, Financial). During the fall semester, FYE Coaches assist with the implementation of Discover Juilliard: First-Year Experience, a required 1-credit course for all first-time college students. The course is designed to introduce students to the Juilliard community and fundamental resources designed to support their personal growth and artistry. FYE Coaches work with an assigned faculty mentor to facilitate group activities and discussions. They develop meaningful relationships, gain practical mentorship experience, and develop a holistic understanding of their own mentorship style.

### Reports to:

This position has a dual reporting structure to the Office of Residence Life and the Office of Student Affairs.

### Primary Responsibilities

#### Summer

- Assist first-year students during the summer before their transition to orientation and life on campus.
- Adhere to summer coaching timelines, facilitating activities and community-building opportunities for student group members.
- Schedule ongoing opportunities for virtual community-building among coaching cohorts.
- Facilitate small group discussions, via Zoom, around pre-specified and organic transition topics.
- Maintain weekly communication with group members.
- Attend bi-weekly group check-in meetings with Assistant Dean of Student Affairs or Assistant Director of Residence Life.
- Respond to all electronic correspondence within 24 hours.
- Create an inclusive environment for all incoming students, respecting and celebrating different group members.
- Facilitate social connections and partner with fellow coaches and professional staff.

- Promote participation in orientation, residential, and FYE course activities for first-year students.
- Complete all virtual trainings and workshops by established deadlines, as required by the Office of Residence Life and Office of Student Affairs.

### **Fall Semester**

- Attend all Discover Juilliard: First-Year Experience Course training sessions, meetings, and events.
- Meet with faculty/staff facilitator and FYE group every **Wednesday from 2:00-3:00 p.m. EST** for the fall semester.
- Lead a minimum of one First-Year Experience class during the fall semester.
- Meet weekly with faculty/staff facilitator to plan weekly group sessions.
- Advise first-time college students on transitional issues and school-related concerns.
- As needed, refer students to appropriate offices, administrative staff, or faculty for support. Develop a supportive and encouraging relationship with group members.
- Assist course coordinators with implementing large group sessions (e.g., outreach and service panel, studio sessions, and guest speakers).
- Provide administrative support for FYE course.
- Other duties as needed.

### **Qualifications**

- Full-time enrolled student in good standing.
- Ability to work collaboratively with others.
- Knowledgeable about student experience and services provided to students at Juilliard.
- Ability to facilitate discussions in small group settings.

### **Compensation**

- FYE Coaches will be paid hourly at the rate of \$15 for an estimated minimum compensation of \$600. This is subject to change.