

FIRST YEAR SUCCESS LEADER

Division: Support Services

Department: First Year Experience

Experience: Entry-level

Job Code: FWSFRSTYRSCLDR

Supervisor/Reports To: Sara Coots

Start Date: 8/1/2025

First Year Success Leaders support first-year students by facilitating peer mentoring, small group meetings, and regular check-ins. They help students navigate campus resources and foster academic success and engagement through effective communication and leadership opportunities.

1. Attend assigned section(s) of FS 102 and participate in class discussions – C, TW, P, CSD, CT, CTR, L
2. Serve as a peer mentor for students in assigned section(s) of FS 102 – C, P, CSD, CT, CTR, L
3. Offer support to first-year students and refer them to campus resources as needed – C, P, CSD, CTR, L, T
4. Host individual and small group meetings with students at least once during the fall semester (in-person preferred or via FaceTime) – C, P, CSD, CTR, L, T
5. Perform bi-weekly check-ins with first-year students via text and email – C, P, CTR, L, T
6. Help maintain the UPIKE FIRST page on CampusGroups – TW, T
7. Maintain communication logs of student contacts in assigned section(s) of FS 102 – C, CSD, CTR, L, T
8. Participate in meetings with the coordinator and director – C, TW, P, CSD, CTR, L, T
9. Uphold university code of conduct and address inappropriate student behavior – P, CSD, L
10. Perform other duties as assigned – CT

Career Competencies: Communication (C), Teamwork (TW), Professionalism (P), Career & Self-Development (CSD), Critical Thinking (CT), Community Transformation (CTR), Leadership (L), Technology (T)

Education Requirements: Must be a current UPIKE student in good standing, have completed FS 102, and maintain a minimum 2.5 cumulative GPA.

Preferred Skills: Computer proficiency (Word, Excel, PowerPoint, social media), attention to detail, strong active listening skills, public speaking, written and verbal communication, student-focused approach, willingness to learn, leadership capabilities.

Work Schedule: Varies based on FS 102 class schedule and student needs.

Work Conditions: Noise, varying light intensity, heat, cold, wetness, humidity.

Physical Demands: Reaching/handling, stooping/kneeling, pushing, pulling, lifting, and carrying up to 20 lbs.

Number of Positions: 2-3

Pay Rate: \$8.75/hour

Location: ADM 201, ADM 203, ADM 2nd floor, ADM 213 Learning Lab, various campus locations

To Apply: Complete the required sections on the application and upload your resume through the UPIKE campus employment system.

Application Notes: Resumes and applications will be reviewed to determine if you meet the required qualifications for the position. If it is determined that you meet the required qualifications, your application materials will be used to identify a top group of the most highly qualified candidates. The University of Pikeville is an equal opportunity employer committed to assembling a diverse, broadly trained faculty and staff. The University of Pikeville does not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age, or disabilities in its programs, activities, hiring, or admission of students.