

# SECOND YEAR SUCCESS LEADER

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**Division:** Support Services

**Department:** Second Year Experience

**Experience:** Entry-level

**Job Code:** FWSSECYRSCLDR

**Supervisor/Reports To:** Sara Coots

**Start Date:** 8/1/2024

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Second Year Success Leaders foster a supportive and engaging environment for second-year students by organizing and hosting small group activities and events. They collaborate with faculty and staff to enhance student engagement and support holistic development through effective communication and event coordination.

1. Organize and facilitate small group activities to promote collaboration and personal growth among students – C, P, CTR, CSD, CT, L
2. Promote events and recruit attendees via CampusGroups, social media, flyers, and word-of-mouth – C, CTR, T
3. Coordinate event logistics, including securing resources, setting up spaces, and arranging materials – P, CSD, CT, L
4. Collaborate with faculty and staff to integrate small group engagement initiatives – TW, CTR
5. Plan and host a September event to build awareness of Second Year Experience activities – C, TW, L
6. Plan and host an April "Halfway to Graduation" celebration recognizing students' milestones – C, TW, L
7. Facilitate inclusive atmospheres during events to encourage active participation – C, CT, CTR, L
8. Compile detailed event reports summarizing attendance, activities, feedback, and outcomes – CSD, T

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

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**Education Requirements:** Must be a current UPIKE student in good standing.

**Preferred Skills:** Excellent verbal and written communication; basic event planning abilities; leadership and interpersonal skills; strong organization and time management; adaptability and problem-solving.

**Work Schedule:** Varies based on event calendar and student needs.

**Work Conditions:** Normal office environment; some responsibilities performed outdoors or in varied campus locations.

**Physical Demands:** Lifting up to 20 lbs; carrying up to 20 lbs; standing and walking as required by event setups.

**Number of Positions:** 10

Pay Rate: \$8.75/hour

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

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**To Apply:** Upload application and 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.