

| | |
|---|------------------------|
| Job Title: First Year College Rep, Furness College | Year: 2019/2020 |
| Directly Responsible To: Furness Senior Welfare Officer & JCR VP Welfare | |
| Purpose of Position: To assist new students to settle quickly into College life and to be a contact throughout their first year | |
| <p>Major Duties:</p> <ol style="list-style-type: none"> 1. As a First Year College Representative (FYCR) to welcome new students over our arrivals weekend and throughout the week and international January arrivals in the Lent term. 2. To disseminate information about what is happening in the College during Freshers' week and the following year including promoting sports teams. 3. To meet with your allocated first years daily during Welcome Week and twice weekly during the first term, every three weeks during the Lent Term and Summer Term. 4. To report any emerging welfare problems and bring these to the attention of the Furness College Advisor Team (FurCAT). 5. To accompany/direct your freshers' during Welcome Week to College events and to ensure that your freshers know of other events they can take part in. | |
| <p>Terms and Conditions:</p> <ol style="list-style-type: none"> 1. To undertake any relevant training as required by the College in June and September. Non-attendance at training without good cause will make your appointment void. 2. Appointments are for one academic year. 3. The holder will be able and willing to carry out their duties as specified. 4. Reviews will be held termly to determine the success of the role holder in their duties. 5. If a FYCR is investigated for an alleged breach of contract or is alleged to be in breach of College/University rules, they will be suspended from post until the outcome of an investigation. If found to have breached the contract/rules they will be dismissed from their role. 6. To uphold the core values and community spirit of Furness College. | |

