

**First Year Workshop Leader Coordinator 2018-2019
Position Description**

Short Description:

The First Year Workshop Leader Coordinator serves as the student coordinator of the First Year Workshop Program run by the Shepard Academic Resource Center. In conjunction with the Program Manager of First Year Programs, the First Year Workshop Leader Coordinator is responsible for the hiring and training of the 2018-2019 Workshop Leader team. This position spans Spring 2018 to Spring 2019.

Responsibilities:

Spring (10-12 hours/week):

- Review Workshop Leader applications and coordinate applicant interviews (January)
- Hold interviews for the Workshop Leader position (February)
- Plan and facilitate Workshop Leader meetings/trainings (March and April)

Summer (2-4 hours/week, typically):

- Edit and facilitate the compilation of all workshop leader resources (binders, training items, etc.)
- Plan Workshop Leader fall training in collaboration with Program Manager
- Co-facilitate Workshop Leader training with Orientation Assistant Coordinator
- Co-facilitate Orientation 2018 with Program Manager

School Year (8-11 hours/week):

- Attend weekly workshop leader meetings
- Answer Workshop Leader questions and concerns
- Coordinate Returning Workshop Leader projects
- Teach two sections of First Year Workshop (optional)
- Help recruit for the future Coordinator and Freshman Workshop Leaders

Applicants Must Be:

- in good academic standing (current cumulative GPA of 3.0 or above, and 3.0 or better most recent semester) at the University and must maintain a 3.0 **semester and cumulative** GPA throughout the appointment.
- a current or previous Workshop Leader.
- willing to prepare and facilitate trainings in the spring and the week before the beginning of the Fall 2018 semester.
- Able to work through the hiring process for the Workshop Leaders, both reading applications and interviewing candidates (occurring in January – March, ~10-12 hours/week during peak interview times in February).

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- Able to work closely with the SARC throughout the summer to prepare for the upcoming fall semester
 - Must be accessible by email and phone
 - Preference given to those who are able to work in Portland

*If selected as the First Year Workshop Coordinator, you are required to help prepare and train the Workshop Leaders the week before the start of classes in August 2018, and you **CANNOT** serve as a Resident Assistant, Orientation Assistant, Hall Council Executive Member, Community Assistant, SJC, RCC, or participate in any other role that will conflict with the training and time commitment of the Coordinator position.*

Application Checklist:

- Typed answers to [supplemental questions](#)
- [3 Recommendations](#), with at least one being from a UP faculty member