

# First Year Workshop Leader – Fall 2018

## **Position Description:**

University of Portland First Year Workshop Leaders are responsible for assisting first-year students in their adjustment to life on the Bluff by teaching a 10-week class, beginning during Orientation weekend. Workshop Leaders work with a professor whose introductory course is connected to the workshop class to discuss concerns, reinforce learning, and share student updates. Workshop leaders instruct the first four sessions with an Orientation Assistant as a co-instructor. The class sessions during the Fall semester are solely taught by the workshop leader, with class sizes no larger than 20.

Workshop lesson topics cover a broad range of issues relevant to not only transitioning to life at the University of Portland, but also to becoming a successful student. Workshop Leaders are also required to take students on Portland's public transportation system for one lesson to get them acquainted to exploring our city.

Workshop Leaders are presented with a fantastic opportunity to get to know freshman students and share a part of their college experience. They are often the first student face of the University for first-years and are role models as upperclassmen students. With this position comes a strong element of responsibility as Workshop Leaders are often mentors for incoming students and may be the first person to whom freshman will confide in with academic, personal, or transition issues.

## **General Qualifications:**

- Applicant 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. If a student does not meet the GPA requirement they may be considered if there is a pattern of progress towards a 3.0. Students who do meet the requirement will be given priority consideration.
- Applicant must maintain a 3.0 semester and cumulative GPA throughout the appointment starting with Spring 2018.
- Applicant **CANNOT** be studying abroad during 2018, serve as Resident Assistants, Orientation Assistants, Hall Council Executive Members, Hall Receptionists, Social Justice Coordinator, Residential Computing Consultant or participate in any other role that will conflict with the training and responsibilities for the workshop program.
  - Applicants must be available for the following trainings:
    - April 7, 2018, *tentative*
    - The week before the beginning of the Fall 2018 semester beginning Saturday, August 18, 2018
  - Applicants must also be available for the duration of Orientation 2018.
    - Orientation occurs from the evening of Thursday, August 23 through Sunday, August 26, 2018.

## **Benefits:**

- Leadership and teaching experience
- Consideration to be hired as a Peer Mentor in Spring Semester 2019
- \$11.25 hourly rate, with a pay increase beginning in July 2018 to \$12.00 hourly rate

## **Time Commitment and Required Availability:**

Workshop Leaders must be available for Spring training, be on campus beginning the week before Orientation for intensive training, and must have no other commitments during Orientation weekend.

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Workshop Leaders must also be able to commit at least 8 hours per week for this position. Weekly time commitments include lesson planning, weekly trainings, an office hour, meeting with course professors, and teaching two sections of workshop.

### **Reporting Relationship:**

Workshop Leaders report directly to the Shepard Academic Resource Center and work with the Program Manager of First Year Programs, as well as the Workshop Leader Coordinator, a veteran Workshop Leader.

### **General Duties and Responsibilities:**

- Attend and participate fully in all training sessions
- Attend and participate fully in all required activities during Orientation weekend
- Teach 2 sections of a 10-week First-Year Workshop
- Meet weekly with the Program Manager of First Year Programs and Workshop team
- Maintain paperwork associated with workshops
- Hold weekly office hour for potential student concerns and questions

### **Application Checklist:**

- Complete a student employment application on the [Student Job Board](#)
- Typed answers to Supplemental Questions
  - [New Workshop Leader Supplemental Questions](#)
  - [Returning Workshop Leader Supplemental Questions](#)
- 3 Recommendations, with at least one being from a UP faculty member. Applicant must send their references this recommendation link to be completed.

### **Application Timeline:**

- Application Opens – Monday, November 6
- Application Due – Friday, January 19
- Recommendations Due – Friday, January 26
- Interview Offers – Wednesday, January 31
- Interviews – February
- Position Offers – Friday, March 2
- Accept/Decline – Friday, March 9