

## **First Year Workshop Leader Coordinator 2019-2020 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, training, and support of the 2019 Workshop Leader team as well as aiding in hiring for the 2020 Workshop Leader team. This position spans Spring 2019 to Spring 2020.

### **Responsibilities:**

Spring '19 (approximately 90 hours):

- Review Workshop Leader applications and coordinate applicant interviews
- Hold interviews for the Workshop Leader position with the 2018 Coordinator
- Deliberate and select the 2019 Workshop Leader team alongside the Program Manager, 2018 Coordinator, and Director of the Shepard Center
- Plan and facilitate Workshop Leader Spring Training

Summer '19 (approximately 60 hours):

- Update Workshop Leader resources (binders, training items, etc.)
- Plan Workshop Leader fall training in collaboration with Program Manager
- Co-facilitate Orientation Team training with Orientation Leadership
- Co-facilitate Orientation 2019 with Orientation Leadership

Fall '19 (approximately 70 hours):

- Conduct Returner Trainings
- Conduct Team Trainings
- Hold Office Hours
- Meet with Program Manager
- Coordinate Projects/Goals
- Attend to WL Concerns
- Review Coordinator Applications
- Conduct Coordinator Interviews
- Review Returner Applications
- Returner Selection

Spring '20 (approximately 65 hours):

- Review Workshop Leader applications and coordinate applicant interviews
- Hold interviews for the Workshop Leader position with the 2020 Coordinator
- Deliberate and select the 2020 Workshop Leader team alongside the Program Manager, 2020 Coordinator, and Director of the Shepard Center

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Position Description**

**Applicants Must Be:**

- a current or previous Workshop Leader
- in good academic standing at the University

*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 2019, and you **CANNOT** serve as in any Residence Life, ASUP Executive, or Orientation roles, or participate in any other role that will conflict with the training and time commitment of the Coordinator position.*

**Application Checklist:**

- Cover letter (no longer than one page)
- Resume
- Typed answers to [supplemental questions](#)
- [3 Recommendations](#), with at least one being from a UP faculty member