First Year Experience: Academic Initiatives focusing on First Year Seminars

Through the First Year Experience Office, Academic Initiatives coordinates the First Year Seminar and Learning Community programs, providing academic and social support to our first-year and transfer students.

First Year Seminars (FYS) help students make a smooth and successful transition to college life. All FYS courses provide assistance with academic skill development, adjustment to college life, and detailed information on and experience with the functions, support services, and resources of Auburn University. FYS courses are limited to 19 students, which provides a high level of instructor-student and student-student interaction and the opportunity for lively discussions and activities.

Desired Job Qualifications

- Must be enrolled in the Higher Education graduate program (or related graduate program) at Auburn University
- Ability to work 20 hours per week during Fall 2016 and subsequent semesters. Assistantship may begin as early as Summer 2016 (20 hours/week) if GA begins course work in Summer 2016
- Excellent written, verbal and interpersonal communication skills
- Ability to work independently, follow up on assignments, and take initiative on projects
- Experience in programming/event planning
- Experience speaking/presenting group programs and presentations
- Strong desire to learn and gain new experiences
- Able to start work in August 2016 and available during Summer 2017. May start work/classes in Summer 2016.

Expected Role/Responsibilities for Position:

### Summer

- Camp War Eagle (CWE)/Learning Community (LC) assistance (with LC recruitment/registration sessions)
- CWE observation w/ potential for doing Learning for Life presentations toward end of summer
- Assist with planning for FYS summer training (logistics and scheduling)
- Delivery of training once experienced as instructor
- Facilitate sessions until then
- Assist with development/refinement of training and support materials
- Scheduling logistics (rooms, instructors)
- Learn SharePoint, Canvas
- Other duties as assigned and/or requested by GA and approved by FYS coordinator

### Fall/Spring

- Lead/supervise Peer Instructor program and staff development sessions
- Teach two credit hours/semester once 18 graduate hours completed
- Observe minimum of one class/week until then
- Textbook selection, revision, editing
- Supervision/leadership of student editorial team
- Assist with development/refinement of training and support materials
- Scheduling logistics (rooms, instructors)
- Training evaluations and reports
- Assist with new instructor interviews and paperwork preparation
- Continue to learn SharePoint, Canvas
- Goal of web site maintenance and co-maintenance of FYS Toolkit
- Other duties as assigned and/or requested by GA and approved by FYS coordinator

Contact Information:
Christopher Wyckoff, 334-844-1708, wyckoct@auburn.edu

Additional information (internal use only):

Would you like to restrict applications? (you will only receive resumes that fit your desired qualifications) Yes. Restrict to students in Higher Education.

Request additional documents from applications: Cover letter or other (please provide details) No.