Position Announcement

FIRST-YEAR PROGRAMS
STUDENT COORDINATOR

First-Year Programs is seeking a University of Oregon student to serve as Student Coordinator of First-Year Programs.

POSITION RESPONSIBILITIES

The STUDENT COORDINATOR works collaboratively with the First-Year Programs staff, and is responsible for assisting with the daily administration of First-Year Programs. Clerical, administration, and design tasks are a major component of this position. Other responsibilities may include, but are not limited to, the screening and selection of FAs, assisting in preparation for the annual FIG Banquet and annual FIG Faculty meetings, helping to plan and facilitate the FA Leadership class, representing First-Year Programs at IntroDUCKtion, Week of Welcome, and various orientation events, participation in the FYP Recruitment and Outreach Team, and facilitating FYP meetings/events. A successful candidate must support the objectives of the Director of First-Year Programs and assist the office in general in meeting deadlines whenever the need arises. Attendance at fall FA trainings and spring FA classes is required.

QUALIFICATIONS

The successful applicant will demonstrate strong organizational and writing skills, a professional work ethic, experience in public speaking, mature communication skills, and the ability to work with a diverse population. Familiarity with UO First-Year Programs and the FIG Assistant position is strongly preferred.

Previous experience in project management or leadership is a plus. Knowledge of computers and software such as Microsoft Word, Excel, WordPress, and Adobe Creative Suite is helpful.

PREFERRED QUALIFICATIONS

Student coordinator will be able to work with First-Year Programs during the summer.

COMPENSATION AND HOURS

The student coordinator will be paid $10.50 per hour and work an average of 10-12 hours per week starting ASAP.

APPLICATION PROCEDURE

Submit a cover letter, resume, application and responses to supplemental questions to:

Amy Hughes Giard
First-Year Programs
470 Oregon Hall
541-346-1079
agiard@uoregon.edu

DEADLINE Friday, May 29, 2015
FIRST-YEAR PROGRAMS
STUDENT CORDINATOR APPLICATION
APPLICATION DUE: May 29, 2015

A. Name: ___________________________________      Student ID: ____________________

   Local Address: ______________________________________________________________

   Phone: ________________________       Email Address: ______________________

   Academic Major(s):    _________________________ Minor: _________________________

   Year in School:    ________________________     Cumulative GPA:    ______________

   Expected Graduation Date: __________________________

B. Please list any extracurricular activities and/or jobs that you will be involved in during the 2015-2016 Academic Year.

C. Please indicate all programs you are proficient or have knowledge.

   □ Microsoft Windows
   □ Microsoft Word
   □ Excel/Spreadsheets
   □ Databases
   □ Adobe Creative Suite: Photoshop and Illustrator
   □ MS PowerPoint
   □ Wordpress/Blogs
   □ Twitter
   □ Facebook
   □ Instagram
   □ Prezi
   □ Google Drive
   □ Google +

D. Identify organizations and/or activities you are or have been involved in at the UO.

   ___________________________________________________________________________

   ___________________________________________________________________________

   ___________________________________________________________________________
E. References
List three references, other than the supervisors listed above, who are qualified to comment on your preparation for the assistant student coordinator position.

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F. Supplemental Questions
On a separate sheet of paper, please type responses to the following questions.

1. This position interacts frequently with students, faculty, parents, staff, and administrators through various forms of communication. Describe your experience explaining policies and requirements, answering questions, preparing written correspondences, and gathering/summarizing information.

2. This position requires a high volume work load and meeting strict deadlines. Describe your experience working in a fast-paced environment and how you would handle meeting various deadlines.

3. Describe your experience giving presentations.

4. First-Year Programs is a highly collaborative department. Describe a time when you had to work with others on a project. What are the key components, in your opinion, to working with others in a professional setting?

Completed application must be returned to
First-Year Programs
470 Oregon Hall
Friday, May 29, 2015