

***Please read through the following information carefully. These materials must be completed and submitted on time in order for you to be considered for one of the Muir First Year Experience (FYE) Discussion Leader positions.***

### **PROCEDURE**

- Print and complete the attached application and return it to the Muir Provost Office either in person at the Muir College Administration building, or via email to [muirprov@ucsd.edu](mailto:muirprov@ucsd.edu) no later than **noon on Tuesday, March 10<sup>th</sup>, 2015**.
- Please attach a current resume to your application as well as your Spring 2015 schedule.
- Please include with your application the contact information for two references. This could include current or former professors, employers, high school teachers or club advisors, TAs, UC staff.
- The selection process will include an individual interview for all who submit the required application materials by the deadline, **noon on Tuesday, March 10<sup>th</sup>, 2015** and who are screened to continue in the process. Candidates will be interviewed by a panel consisting of faculty & staff members from Muir College.

### **EMPLOYMENT INFORMATION**

- Successful candidates must be in good academic standing and have completed 90 UCSD units by the beginning of Fall, 2015.
- Mandatory training time for FYE Discussion Leaders will be in weeks 3-8 during Spring quarter, 2015. Please plan to attend either the 4-6pm training on Mondays or 5:30-7:30pm training on Tuesdays.
- Discussion Leaders must enroll in a Course Training Seminar in Fall, 2015. Details provided upon employment.
- Candidates selected for interviews will be considered for the **Freshman AND Transfer** FYE discussion leader positions. Candidates will be asked for a preference, but the final decision will be made by the college hiring committee.

### **COMPENSATION**

- All FYE Discussion Leaders will be provided payment (\$10/hour) during spring training. First-time Discussion Leaders will receive course credit only for the course in Fall. Compensation for returning Discussion Leaders will be announced at a later date.

***PLEASE NOTE: some on-campus departments prohibit students from holding a concurrent job. It is recommended that if you are currently employed at UCSD that you check with your existing supervisor.***

### **SPECIFIC DUTIES, RESPONSIBILITIES, AND EXPECTATIONS**

- Attend spring training sessions as assigned.
- Attend all Instructor-Discussion Leader meetings.
- Attend all lectures of the course they are assisting.
- Lead one discussion sections as agreed at the time of assignment.
- Assist with grading and proctoring.
- Hold office hours.
- Other duties as needed for this particular course, such as administrative duties, quizzes, and preparation for sections.

# First Year Experience Course Discussion Leader Application

Please provide the following information:

Name \_\_\_\_\_ PID \_\_\_\_\_  
 Major: \_\_\_\_\_  
 Current Address \_\_\_\_\_  
 Email \_\_\_\_\_ Primary Phone Number: \_\_\_\_\_

Which FYE course do you prefer to teach for?       Freshman  Transfer  No Preference  
 Are you a returning FYE Discussion Leader?                       Yes  No  
 Are you a transfer student?     Yes  No  
 Have you completed the Muir College Writing sequence?                       Yes  No  
 Will you have completed 90 UCSD units by the beginning of Fall 2015?                       Yes  No  
 Other College(s) attended (if any):

**Employment and/or Volunteer Experience (on- or off-campus)**

Company Name	Position	Dates of Employment	
		From	To

**On a separate sheet and no longer than 2 pages please answer the following questions:**

1. Explain any relevant experience, including teaching experience, leadership, organizational and involvement (include offices held and specific involvements, duties, etc.).
2. Describe the qualities and skills of an effective Discussion Leader.
3. Why do you want to be a First Year Experience Discussion Leader?
4. Why do you believe you would make a good First Year Experience Discussion Leader?
5. Provide names and contact information for two professional references and an explanation of your relationship (e.g., supervisor, professors, etc.)

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**Applicant Signature**

**Date**

**Application MUST be received by the Muir Provost Office no later than noon on Tuesday, March 10<sup>th</sup>, 2015. For more information, visit [fye.ucsd.edu](http://fye.ucsd.edu).**

Revised 2/23/15