

# ***2016 FIG Assistant Application Packet***

## ***Application Checklist***

*In order to be considered for an interview, you must have a completed application.*

- ☐ *Cover Letter (see sample attached)*
- ☐ *Application*
- ☐ *Essay Questions*
  - *Question 1*
  - *Question 2*
  - *Question 3*
  - *Question 4*
- ☐ *3 References*
  - *At least 2 UO academic references (faculty/GTF)*
    - *Academic Reference 1*
    - *Academic Reference 2*
    - *Reference 3*
- ☐ *Unofficial Transcript (Please make sure your name is printed on your transcript by going to the upper right corner on duckweb and changing NAME:off to NAME:on)*

## ***Sample Cover Letter***

Name  
Street Address  
City, State Zip

Date

Contact name  
Title  
Company name  
Address  
City, State Zip

Dear Mr. or Ms. Last Name:

### **Introductory Paragraph:**

This paragraph tells the reader why you are contacting him or her. This is where you mention mutual acquaintances, interest in the company or a specific position posted, or whatever else prompted you to write. You can also provide a concise overview of the skills/ experience you have to offer the employer, which you will elaborate on in the following body paragraphs.

### **Body Paragraph(s):**

These paragraphs allow you to elaborate on what you have to offer the employer (e.g. your skills, experience, knowledge, expertise, work characteristics/ qualities, etc.). Prior to writing the body paragraphs consider the following: **What is needed to accomplish the job?** Identify 2-3 qualifications or background themes the position requires. Use the job description or information obtained through your career research. **How do your strengths match the job requirements?** For each of the job themes listed above, brainstorm experiences (from classes, employment, co-curricular activities, etc.) that illustrate your skills or background in each area. Consider closing the paragraph(s) with a conclusion sentence focused on how the skill will impact the employer.

### **Conclusion Paragraph:**

Reiterate your interest in the opportunity. Thank the reader for his or her time. Acknowledge that you look forward to hearing from or meeting with the employer, e.g. *"I look forward to hearing from you soon."* If appropriate, this can be a place to mention your 'call to action' or next steps. *"I am very excited about the position of ... with ... company and look forward to beginning the interview process."*... *"I will contact you the week of...to discuss my application and to learn about your recruiting procedures."*

Sincerely,

Signature

Typed name

# **First-Year Interest Groups (FIGs)**

## **Fall 2016 FIG Academic Assistant (FA) Application**

### **Program Description**

First-Year Interest Groups (FIGs) are designed to help students make a successful transition academically and socially into the University of Oregon. Each FIG has no more than 20 first-term students jointly enrolled in 2 general-education courses as well as a 1-credit College Connections class (the FIG seminar). A faculty member and an undergraduate academic assistant lead the College Connections course.

First-Year Programs seeks to hire approximately 30 new FIG Academic Assistants.

### **FIG Academic Assistant (FA) Position Description**

The FA position offers exceptional undergraduate students the opportunity to be leaders and mentors to first-year students participating in a FIG. FAs assist College Connections faculty in the development, planning and instruction of the course. FAs organize educational and social activities to better acquaint their students with each other, faculty members, and the University. These activities may include library orientation, study groups, lunch with a professor, field trips, and more.

### **To qualify you must have...**

Sophomore standing by Fall 2016, minimum 3.2 GPA, and successful completion (B or higher) in at least one of the courses offered in a FIG. This position requires flexibility, strong communication and organizational skills, and the ability to work both independently and within groups.

### **FA First-Year Programs Responsibilities and Duties**

#### **Spring**

- Students selected to be FIG Assistants are required to complete First Year Program's training seminars and workshops in the Spring.
- FIG Assistants are required to meet and collaborate with College Connections faculty throughout the term to develop a Fall FIG seminar course (College Connections).

#### **Summer/ Week of Welcome (WOW)**

- Join FYP on **Monday, Sept. 19, 2016** to begin FA Fall Training. Please note:
  - Training is 2 full days in length – **Monday, Sept. 19 and Tuesday, Sept. 20, 2016.**
  - Fraternity and Sorority Rush may conflict with training. We anticipate that you will uphold your commitment to this program and attend all of the trainings and meetings. In the past most chapters have been cooperative about the time conflict.
- Facilitate the first FIG meeting on **Friday, Sept. 23, 2016.**

#### **Fall**

- Attend FA meetings with First-Year Programs staff **Wednesdays from 5:30-6:30 each week.**
- Assist the professor in planning and instructing the College Connections course's weekly activities both inside and outside of class.
- Attend the College Connections class each week.
- Facilitate social and educational activities for the FIG throughout the Fall.
- Plan study sessions throughout the term.
- Submit weekly FIG reports on the FYP Database.
- Conduct one-on-one meetings with each individual FIG student.
- Commitment of 4-6 hours per week.

**FIRST-YEAR INTEREST GROUP (FIG)  
FIG ACADEMIC ASSISTANT (FA) APPLICATION**

**DUE: Friday, February 26th, 2016**

**Students selected for interviews will be based on the minimum GPA requirement, whether or not s/he have taken courses listed in the 2016 FIG offerings, and completion of the application.**

**A. Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Local Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Academic Major(s):** \_\_\_\_\_ **Minor(s):** \_\_\_\_\_

**Year Started at UO:** \_\_\_\_\_ **Cumulative GPA:** \_\_\_\_\_

**Career Plans:** \_\_\_\_\_ **Fall 2016 (anticipated) Credit Load:** \_\_\_\_\_

**B. List your work experience, beginning with the most recent employment. List any additional experience on another sheet.**

**1. Employer (name and address)** \_\_\_\_\_

**Supervisor's name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Your title and position duties** \_\_\_\_\_

**2. Employer (name and address)** \_\_\_\_\_

**Supervisor's name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Your title and position duties** \_\_\_\_\_

**3. Employer (name and address)** \_\_\_\_\_

**Supervisor's name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Your title and position duties** \_\_\_\_\_


**C. Identify organizations, clubs and/or activities you are or have been involved in at the UO. Indicate when and how long you were involved. If you plan to continue with your involvement in the Fall (2016), how many hours per week will you spend?**

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**D. How did you find out about this position? Please check all that applies.**

- |  |  |
|--|--|
| <input type="checkbox"/> FA                        | <input type="checkbox"/> Facebook/Twitter/Instagram  |
| <input type="checkbox"/> College Connections Class | <input type="checkbox"/> Career Center               |
| <input type="checkbox"/> Posters/Flyers            | <input type="checkbox"/> First-Year Programs Website |
| <input type="checkbox"/> Faculty                   | <input type="checkbox"/> Other _____                 |

### **E. Essay Questions**

*On a separate sheet of paper, please type responses to the following questions. Please make sure that your last name appears in the header at the top of EVERY page. (No more than one page per question please)*

- 1. Why are you interested in becoming a FIG Assistant?*
- 2. What is the most important piece of advice freshman need to know in order to be academically successful?*
- 3. Scenario: One of your students is having problems staying focused in your College Connections class and has a tendency to disrupt discussions. How could you address this situation?*
- 4. Scenario: (Please respond in letter format) How would you respond to the following email?*

*Dear FA,*

*I'm having a lot of problems making friends here at the UO. I'm also very lonely and I find myself feeling left out. What should I do?*

*Sincerely,  
Your Lonely FIG Student*

### **F. References**

*Please list 3 references, at least 2 UO academic references (faculty/GTF) from whom you have taken a course and who can attest to your abilities in serving as an FA. These references need to be former/current professors or supervisors. Please have each reference complete a FIG Academic Assistant Recommendation Form.*

- |                                 |                    |                     |
|---------------------------------|--------------------|---------------------|
| <i>1. Academic Reference #1</i> | <i>Name: _____</i> | <i>Phone: _____</i> |
| <i>2. Academic Reference #2</i> | <i>Name: _____</i> | <i>Phone: _____</i> |
| <i>3. Reference #3</i>          | <i>Name: _____</i> | <i>Phone: _____</i> |

**Submit cover letter, application, 3 recommendations and unofficial transcript  
to**

**First-Year Programs  
372 Oregon Hall  
By 5pm Friday, February 26th, 2016**

**First-Year Programs**  
**First-Year Interest Group (FIG) Teaching Assistant**  
**Recommendation Form**

Forms can be returned to First-Year Programs 372 Oregon Hall or a PDF version can be sent to [figs@uoregon.edu](mailto:figs@uoregon.edu)

Applicant's Name: \_\_\_\_\_

I hereby \_\_\_\_ waive \_\_\_\_ do not waive the right to review this recommendation.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

The candidate listed above is applying for a First-Year Interest Group (FIG) Teaching Assistant position. This position requires high academic achievement, responsibility, interpersonal skills, effective communication skills, and enthusiasm for assisting first-year students.

Please complete the following section by circling the response that best reflects this candidates abilities.

**1=never, 2=seldom, 3=sometimes, 4=almost always, 5=always, NA=unable to judge the candidate**

1. Works well independently	1	2	3	4	5	NA
3. Works well in groups	1	2	3	4	5	NA
2. Is mature	1	2	3	4	5	NA
4. Is effective in stressful situations	1	2	3	4	5	NA
5. Demonstrates leadership abilities	1	2	3	4	5	NA
6. Has good listening skills	1	2	3	4	5	NA
7. Shows flexibility	1	2	3	4	5	NA
8. Is perceptive	1	2	3	4	5	NA
9. Is understanding & tolerant of others	1	2	3	4	5	NA
10. Is approachable	1	2	3	4	5	NA
11. Is trustworthy and honest	1	2	3	4	5	NA
12. Has excellent interpersonal skills	1	2	3	4	5	NA
13. Is well organized	1	2	3	4	5	NA
14. Is a good role model academically & personally	1	2	3	4	5	NA

Additional comments (use other side if needed):

If applicable, would you be interested in having this individual as your FIG TA? (circle one)

YES

NO

N/A

\_\_\_\_\_  
Recommender's name (please print)

\_\_\_\_\_  
(please sign)

\_\_\_\_\_  
Position



**First-Year Programs**  
**First-Year Interest Group (FIG) Teaching Assistant**  
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YES

NO

N/A

\_\_\_\_\_  
Recommender's name (please print)

\_\_\_\_\_  
(please sign)

\_\_\_\_\_  
Position

**First-Year Programs**  
**First-Year Interest Group (FIG) Teaching Assistant**  
**Recommendation Form**

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Applicant's Name: \_\_\_\_\_

I hereby \_\_\_\_ waive \_\_\_\_ do not waive the right to review this recommendation.

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Candidate's Signature

\_\_\_\_\_  
Date

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YES

NO

N/A

\_\_\_\_\_  
Recommender's name (please print)

\_\_\_\_\_  
(please sign)

\_\_\_\_\_  
Position