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
  o Question 1
  o Question 2
  o Question 3
  o Question 4
□ 3 References
  o 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 has 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) ___________________________ Phone ___________________________

   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?

_________________________________________________________________________________________________________

_________________________________________________________________________________________________________

_________________________________________________________________________________________________________

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

☐ FA
☐ College Connections Class
☐ Posters/Flyers
☐ Faculty
☐ Facebook/Twitter/Instagram
☐ Career Center
☐ First-Year Programs Website
☐ 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.

1. Academic Reference #1 Name: ___________________________ Phone: _________________________
2. Academic Reference #2 Name: ___________________________ Phone: _________________________
3. Reference #3 Name: ___________________________ Phone: _________________________

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

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 candidate’s abilities.

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

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

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, 372 Oregon Hall, 541-346-2896
**First-Year Programs**

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

**Recommendation Form**

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

<table>
<thead>
<tr>
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YES  NO N/A

Recommender’s name (please print) __________________________ (please sign) __________________________

Position ____________________________________________________________

First-Year Programs, 372 Oregon Hall, 541-346-2896
First-Year Programs
First-Year Interest Group (FIG) Teaching Assistant
Recommendation Form

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__________________________________________________________
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(please sign)

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