

# **2025 FYE Assistant Application Packet**

(Due by 5 pm, Monday, February 10th, 2025)

## **Application Checklist**

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

- Application
- Essay Questions
  - Question 1
  - Question 2
  - Question 3
  - Question 4
- 3 References
  - At least 2 UO academic references (faculty/GE)
    - 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)

If you would like to apply via our online application please visit [fyp.uoregon.edu/work-figs](http://fyp.uoregon.edu/work-figs) and click the “Apply Here!” button.

# First-Year Experiences (FYEs)

## Fall 2024 FYE Academic Assistant (FA) Application

### Program Description

First-Year Experiences (FYEs) are designed to help students make a successful transition academically and socially into the University of Oregon. Each FYE has about 20 first-term students jointly enrolled in 2 core education courses as well as a 1-credit seminar style class. A faculty member and an undergraduate academic assistant lead the seminar-style course.

First-Year Programs seeks to hire approximately 15-25 new FYE Academic Assistants.

### FYE 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 an FYE. FAs assist 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.

### Qualifications

Sophomore standing by Fall 2025, minimum 3.0 GPA, and successful completion (B or higher) in at least one of the core education courses offered in an FYE. This position requires flexibility, strong communication and organizational skills, and the ability to work both independently and within groups. Participation in an FYE as a freshman is *not* required.

### FA First-Year Programs Responsibilities and Duties

#### Spring

- Students selected to be FYE Assistants are required to complete First-Year Program's training seminars and workshops in the spring.
- FYE Assistants are required to meet and collaborate with their faculty throughout the term to develop a fall seminar course.

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

- Join FYP on **Thursday, September 18th** to begin FA Fall Training. Please note:
  - Training is 2 full days in length – **Thursday, Sept. 18th and Friday, Sept. 19th, 2025**
  - Fraternity and Sorority Recruitment 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 FYE meeting on **Friday, September 26, 2025**

#### Fall

- Attend FA meetings with First-Year Programs staff **Wednesdays from 5:00-6:30 each week.**
- Assist the professor in planning and instructing the seminar course's weekly activities both inside and outside of class.
- Attend the 1-credit seminar class each week.
- Facilitate social and educational activities for the students throughout fall term.
- Plan study sessions throughout the term.
- Submit weekly reports on the FYP Database.
- Conduct one-on-one meetings with each individual student.
- Commit to approximately 6-10 hours per week.

FIRST-YEAR EXPERIENCE (FYE)  
FYE ACADEMIC ASSISTANT (FA)

APPLICATION DUE: Monday, February 10th, 2025

Students selected for interviews will be based on their GPA, whether or not they have taken courses listed in the 2024 FYE offerings, and their 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 2024 (anticipated) Credit Load: \_\_\_\_\_

Select all FYEs you are interested in being an FA for. Please note that we will consider you for all positions, but will take into account your preferences:

FYE for TRIO Students

FYE Canvas Community

FYE for transfer students

Fall term only FYE (Most FIGs)

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.** List any organizations, clubs and/or activities you are or have been involved in at the University or Oregon. Indicate when and how you were involved. If you plan to continue with your involvement in Fall (2024), 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"/> FYE Seminar    | <input type="checkbox"/> Email                       |
| <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 page, please type responses to the following questions. Make sure your last name is at the top of EVERY page. Responses must be at least a full paragraph, but no longer than a page.

1. Why are you interested in becoming a FYE Assistant?
2. What is the most important piece of advice freshmen need to know in order to be academically successful?
3. *Scenario:* Most of your students are actively participating in your FIG, but one of them seems disengaged during class and won't respond to emails or texts about outside of class activities. How would you draw this student into the FIG experience?
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/GE)** 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. It is required that each reference complete an FYE Academic Assistant Recommendation Form.

- |                          |             |              |
|--------------------------|-------------|--------------|
| 1. Academic Reference #1 | Name: _____ | Phone: _____ |
| 2. Academic Reference #2 | Name: _____ | Phone: _____ |
| 3. Other Reference #3    | Name: _____ | Phone: _____ |

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

**First-Year Programs at 101 Oregon Hall**  
**Or via email: [fypoutreach@uoregon.edu](mailto:fypoutreach@uoregon.edu)**  
**By 5pm Monday, February 10th, 2025**  
First-Year Programs, 107 Oregon Hall, 541-346-2896

**First-Year Programs  
First-Year Experience (FYE) Assistant  
Recommendation Form**

Forms can be returned to First-Year Programs 107 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 Experience (FYE) Academic 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 by selecting the response that best reflects this candidates abilities.

	Never	Seldom	Some times	Almost Always	Always	Unable to Judge Candidate
1. Works well independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Works well in groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is mature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is effective in stressful situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Demonstrates leadership abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Has good listening skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Shows flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Is perceptive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Is understanding & tolerant of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Is approachable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Is trustworthy and honest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Has excellent interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Is well organized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Is a good role model academically & personally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional comments (use other side if needed):

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

YES                                      NO                                      N/A

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

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

\_\_\_\_\_  
Position



