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### **Saint Louis University**

First-Year Experience

Position Description 2017

**University 101 Primary Instructor**

# Position Abstract

The University 101: Enhancing First Year Success primary instructor is responsible for the oversight and direction of a 1-credit, 14 week course including class preparation and in-class facilitation. All primary instructors are paired with a peer instructor, an undergraduate student who has been hired and trained to serve as a student voice and active participant in class planning and facilitation. Upon selection of all primary and peer instructors, pairings will be made for each class section based on scheduling availability, designated preferences, and the needs of the U101 program.

**Expectations:**

* Aid in the successful transition to college for first-year students; encouraging involvement on campus and reflection on their experience and decision-making.
* Aid in student development for individuals in your class, by providing challenging and reflective discussions and activities, utilizing engaging classroom pedagogy.
* Develop and distribute a syllabus, develop in-class presentations and curriculum, and utilize a framework of common learning outcomes provided for all sections of the class.
* Attend all class sessions (75 minutes/week for 14 weeks), and facilitate/present class material and activities. Involve your peer instructor in classroom discussion and facilitation, providing the peer clear oversight of at least 4 class periods.
* Manage student grades. You may share the responsibility of grading and commenting on quizzes, journals and assignments with your peer instructor as you see appropriate but primary instructors will be held responsible for submitting midterm and final grades in accordance with University Registrar policies.
* Utilize Mapworks to monitor student transitions, collaborate with Student Success Coaches regarding student progress, and assist students if and when needed.
* Meet with your peer instructor weekly for at least 30 minutes prior to class, so that you are both active in the lesson and activity planning for class.
* Facilitate interaction with your students in and out of the classroom. Determine ways to engage students out of class (including e-mails, availability in office hours, etc.).
* Serve as a personal resource and contact for the students in your assigned class, sharing with them your experience at SLU and your knowledge and use of campus resources.
* Serve as an advocate for the University 101 course and all programs related to the First-Year Experience.
* Continue to serve as a resource for students during the semesters following your course.
* If working as a part of a Learning Community, coordinating and collaborating with other affiliated course faculty, incorporating concepts of the Learning Community into the course.

# Time Commitment:

* Attend U101 Kickoff Event on Friday, March 31 2017 from 3:30-5:00 p.m. in BSC St. Louis Room.
* Attend fall training on Monday, August 14, 2017 from 2:00-5:00 p.m. (location TBD).
* **NEW Instructors**: Attend additional training on Friday, April 14 from 2:00-3:00 p.m. in BSC St. Louis Room.
  + Spend approximately 5 hours/week for the duration of the course for class preparation, attendance, meeting with your peer instructor, and evaluation of student material.

# Position Requirements

* A minimum education level of a Master’s degree.
* One full year of employment at Saint Louis University is preferred, but not essential if employee can demonstrate knowledge of SLU and ability to balance additional responsibilities.
* Instructors must be classified through Human Resources as holding an “exempt” job/position at the University.
* Necessary personal characteristics for this professional position include: knowledge of SLU resources, ability to relate with first year students, classroom facilitation skills and experience, ability to role model, ability to maintain confidentiality, dependability, and good communication skills.

# Accountability/Compensation

* Primary instructors will be advised and supported by the Department of Retention & Academic Success in their University 101 instructor role.
* Instructors are not guaranteed a section of University 101. Sections may be cut due to enrollment that falls below 10 persons per section. When determining the pool of primary instructors, additional factors will be considered, such as participation in trainings, successful implementation of sample syllabus, communication, number of available sections, and student evaluations.
* Type of employment status at the University will determine the available compensation for the U101 instructor position\*:
  + Faculty option: Transfer $1000 of operating funds to department in order to support the involvement of faculty member.
  + Staff option: Receive $1000 at the completion of the course, unless the position is written into the individual position description.
  + Graduate Students: Teach the course in exchange for class credit as determined by the academic program.

\*Please note that some levels of University administration are prohibited from receiving compensation for additional service at SLU.