Dear Prospective FIG Leader!

Congratulations on taking the first step to becoming a First Year Interest Group (FIG) Leader! FIG Leaders serve as a mentor to first-year students. As peer educators, FIG Leaders create lesson plans and activities to be used in the General Studies 199 course (GEN ST 199) and teach a section of that course for freshman or transfer students in the autumn quarter. FIG Leaders develop community within their class, connect students to campus resources and hold students accountable to course expectations.

This experience will give you the chance to earn course credit while enhancing an array of skills that will assist you in future professional endeavors. In addition, you will take part in a program that has become a significant part of the UW student experience!

This packet contains a detailed position description including the position qualifications and expectations, compensation information, and a detailed timeline of the selection process. In addition to this packet we ask that you review the FYP student leader competencies at fyp.washington.edu/competencies. Please pay close attention to the instructions for completing and submitting the application, as well as required dates and times.

We thank you for taking the time to apply! Applications are due online on Sunday, January 19, 2020, at 11:59 PM at fyp.washington.edu/apply. Please note that late applications will not be considered. If you have any questions about the position or application, please do not hesitate to contact us!

Have a great day and GO HUSKIES!

Meghan Coletta
Program Manager
# FIG Leader Application Process

<table>
<thead>
<tr>
<th>Due on or before January 19</th>
<th>Submit Your Application and Attend/Watch an Info Session</th>
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<tbody>
<tr>
<td></td>
<td>Applications are due by Sunday, January 19 at 11:59PM PST via online submission. Info sessions can help give you more insight on what the FIG Leader position entails, and you’ll have the opportunity to ask students who have been in this role any questions that you may have. Info session dates and a recording of one of the session can be found at <a href="http://fyp.washington.edu/apply">fyp.washington.edu/apply</a>.</td>
</tr>
<tr>
<td>February 3-7</td>
<td>Individual Interviews</td>
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<td>You will receive a confirmation email from <a href="mailto:fypadmin@uw.edu">fypadmin@uw.edu</a> by January 31, 2020 inviting you to continue the interview process or releasing you from the process. You must sign up for a date and time by Wednesday, February 5 at 5 pm, or you will forfeit your candidacy.</td>
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<td>Individual interviews will occur Monday, February 3 to Friday, February 7.</td>
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<tr>
<td>February 12</td>
<td>FIG Leader Offers</td>
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<td></td>
<td>After your individual interview, you will receive an email from <a href="mailto:fypadmin@uw.edu">fypadmin@uw.edu</a> by February 12, 2020. You will have until February 18, 2020, to accept or decline the offer.</td>
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# POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>Position</th>
<th>First-year Interest Group (FIG) Leader</th>
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<tbody>
<tr>
<td><strong>Position Overview</strong></td>
<td>A FIG Leaders develop a ten-week curriculum in the spring quarter consisting of modules, lesson plans, and active learning classroom activities that will assist first year students in their transition to university. In the autumn quarter, FIG Leaders facilitate a section of GEN ST 199, by serving as a teacher and a mentor to the students in the FIG. FIG Leaders collaborate with each other to develop lesson plans that help fulfill the purpose of GEN ST 199 and support new students as they develop confidence in navigating the UW and Seattle.</td>
</tr>
<tr>
<td>Supervised by</td>
<td>Meghan Coletta, Program Manager</td>
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</table>
| Qualifications                               | 1. Full time (12 credit hours), enrolled, degree-seeking undergraduate through at least Autumn 2020.  
2. Be in good academic and conduct standing with the University, prior to and throughout the entire term of employment.  
3. Attendance for required events:  
   a. FIG Leader Welcome Night: March 4, 2020  
   b. Pre-Quarter Training: Friday, September 25, 2020  
   c. Husky Kick-Off: Sunday, September 27, 2020 |
| Position Responsibilities                    | 1. Develop modules & lesson plans building on the curricular framework provided by the FIG Program.  
2. Serve as a leader and guide to a classroom of 20-25 students (facilitate group discussions, present organized lesson plans to your students, etc.)  
3. Create an inclusive and welcoming community by utilizing training provided by First Year Programs.  
4. Portray the University of Washington, its policies, agencies, services, and campus life in a professional manner to first-year students. |

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**The “What” of the Job**

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2. Serve as a leader and guide to a classroom of 20-25 students (facilitate group discussions, present organized lesson plans to your students, etc.)
3. Create an inclusive and welcoming community by utilizing training provided by First Year Programs.
4. Portray the University of Washington, its policies, agencies, services, and campus life in a professional manner to first-year students.
# DATES AND COMMITMENTS

## WINTER 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Details</th>
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<tbody>
<tr>
<td>March 4</td>
<td>FIG Leader Welcome Night (6-8 p.m.)</td>
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<td><strong>Check-in will begin at 5:30 pm, with the meeting running from 6:00 - 8:00 pm.</strong></td>
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## SPRING 2020

<table>
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<tr>
<th>Date</th>
<th>Event Details</th>
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<tr>
<td>March 31 - June 5</td>
<td>GEN ST 470 class: FIG Leaders are expected to enroll in one lecture and one quiz section listed below:</td>
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<tr>
<td></td>
<td>● Sections</td>
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<tr>
<td></td>
<td>o Tuesdays (2:30-4:20 p.m.) or</td>
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<tr>
<td></td>
<td>o Wednesdays (2:30-4:20 p.m.) or</td>
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<tr>
<td></td>
<td>o Fridays (8:30-10:20 a.m.) or</td>
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## SUMMER 2020: All FIG Leaders are expected to return to campus before the autumn quarter begins for the following two events:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Details</th>
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<tbody>
<tr>
<td>September 25</td>
<td>Pre-Quarter Training (8 a.m.-4 p.m.)</td>
</tr>
<tr>
<td>September 27</td>
<td>Husky Kick-Off (12-5 p.m.)</td>
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## AUTUMN 2020:

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<tr>
<th>Date</th>
<th>Event Details</th>
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<tr>
<td>September 30-December 11</td>
<td>● Teach your GEN ST 199 - FIG Course</td>
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<td></td>
<td>● Enrolled in GEN ST 470 - FIG Leader Course</td>
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<td></td>
<td>o Support will continue throughout the autumn quarter, consisting of weekly small-group FIG Leader meetings (times vary).</td>
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<tr>
<td>TBD</td>
<td>FYP Recruitment Event</td>
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● One to three (1-3) variable credits for each quarter of your enrollment in GEN ST 470 Student Leadership Development: First Year Transitions, for a total of 6 credits.
● Husky Kick-Off uniform, which includes a FIG Leader t-shirt.

GUIDELINES AND EXPECTATIONS

Academic Success
● You are a student first, then a FIG Leader. If you have a conflict with these roles, communicate these issues to the FYP staff.
● Be an appropriate academic role model by planning ahead to ensure success.
● Always prepare for class and never cancel a class meeting.
● Successfully earn credit for GEN ST 470 (80% or higher).

Communication
● Communicate with team members, program manager, and campus offices in an honest, timely, and professional manner.
● Maintain a positive attitude, share new ideas, and be yourself in class!
● Seek assistance in making decisions from the FYP Staff. Keep them informed of all issues that affect you and your classroom. Surprises should not surface last minute.
● Conflicts should be promptly resolved by you as the first point of contact to your students. Utilize professional staff to assist if needed.

Community Development
● Developing community among your students is your key role. While this development will take time, you are expected to commit yourself to this goal throughout your position.
● Establish yourself as both a peer and a mentor to your students so that they feel comfortable asking you questions about how to navigate their UW Experience.
● With guidance from FYP professional staff and Student Coordinators, adapt your presentations, activities, and interactions to meet the individual needs of your students.
● Enjoy being a community builder; you can really make a difference in the lives of your students.
● Confront behavior that distracts or otherwise harms the community promptly and effectively.
● Engage students in experiences that highlight stories, backgrounds, and identities that may be different from their own and that may inspire students to partake in experiences they would not have been aware of otherwise.
● Get to know the students in your class and know that you only meet with them for a limited time during the quarter so it is crucial that you make the most of that time.

Confidentiality
● There is a difference between 'private' and 'confidential.' If a student or fellow FIG Leader wishes to share something with you confidentially, tell that individual that anything shared will be kept private, but not necessarily confidential.
  ○ Care should be taken to keep all information shared with you as a FIG Leader private and in line with FERPA policies.
● In all cases, if the health or safety of any individual is at risk, you are required to share anything that you know with FYP professional staff.

Diversity
● Create an inclusive and welcoming environment among all students by utilizing training provided by First Year Programs and by focusing on getting to know individuals and using inclusive language.
● Promote campus and community resources to all students, including those that may be designed for underrepresented populations or otherwise different from your own experiences in the form of both academic and social community building.
● Be an advocate for program participants who experience discrimination, oppression, bullying, or marginality. If you become aware of students who engage in this behavior, respond promptly and effectively and notify FYP professional staff.
● Understand that diversity is a broad topic and is not related to political correctness; it goes beyond the way someone may look or speak, and includes different experiences, philosophies, orientations, and beliefs.
● Engage students in experiences that educate and celebrate a variety of cultures and backgrounds.
● Continually assess community values and develop an understanding that you might not be able to change opinions but can model respectful behavior.

Consistency and Conduct
● As an ambassador for the university, you are expected to abide by the student conduct code and laws of the State of Washington.
● Educate students about university policies understanding that all policies are for the safety, security, academic success and personal development of all UW students.
● Be consistent in your confrontation of issues and understand that you are operating in a capacity as a FIG Leader rather than a friend. Any exceptions you make for one student as a peer you must be willing to make for all.

Program Participation & Engagement
● Utilize your training to inform decision making. Utilize professional staff, student coordinators, class syllabus, and returning FIG Leaders to navigate unclear situations.
● Refer to campus resources as much as possible in order to help your students become familiar with campus programs, services, and systems. Ensure your information is accurate.

Professionalism

● Communicate electronically (Facebook, Twitter, etc.) in a legal and appropriate way. Communicate the same way you would face-to-face. Pay particular attention to how individuals find out additional information about you.
● Be conscious of boundaries you may want to set with social media and of accounts you’d like to keep private.
● Return any checked out technology equipment to FYP by the end of each day. Any items checked out from STF or CTE must be returned by the end of the quarter. Failure to do so will result in being fined a fee to replace the item.
● Conduct yourself in an honest, conscientious, and respectful manner because you will be regarded as a role model by your students.
● I understand that conduct deemed inappropriate by First Year Programs could potentially lead to dismissal.

By signing below, I agree to the aforementioned conditions as outlined by the 2020 FIG Leader Guidelines and Expectations and acknowledge my understanding of specific policies.

I accept the position of FIG Leader as outlined by the Office of First Year Programs at the University of Washington. Moreover, I understand that any breaches of the guidelines and expectations may result in disciplinary action including, but not limited to, a formal apology, probation, or dismissal from the position.

Print Name: __________________________________________
Signature:__________________________________________ Date:___________________

You will be asked to sign this during mandatory FIG Leader Welcome Night on Wednesday, March 4 once you have been selected.