Undergraduate Teaching Fellow for the *Wisconsin Experience Seminar*

**Job title:** Undergraduate Teaching Fellow

**How to apply?** Online at [go.wisc.edu/cfyejobs](http://go.wisc.edu/cfyejobs)

**Pay Rate (hourly):** $10.50/hour

**Supervisor (name & email):** Tessa Smith, Tessa.smith@wisc.edu

**Important Dates/ Time commitment**

- Attend Spring Kick-Off on Saturday, April 20th from 12PM-4PM (Tentative Date)
- Attend August All-Staff Training on Monday, August 26 from 9AM-4PM (Tentative Date)
- Attend regular weekly staff meetings (TBD)
- Staff Chancellor’s Convocation for New Students and Night at the Overture
- Work 4-6 hours/week during fall semester, including:
  - 75-minute weekly class session
  - 60-minute weekly co-instructor meeting
  - 60-minute weekly Fellow meeting
  - 60-minute office hour (for class preparation and meetings with students)
- Additional paid hours may be available.
- Summer opportunities may also be available.

**Description**

The Wisconsin Experience Seminar (Coun Psy 125) is a one-credit (75 min/wk., 15 wk.) first-year seminar that is open to all new students (freshman and transfer) at the University of Wisconsin-Madison. It is co-taught by a University faculty or staff member and an Undergraduate Teaching Fellow in an active, discussion-driven, and community-oriented learning environment. Class size is capped at 20 students.

The purpose of this small, interactive course is to assist in your holistic transition to college. The course is intended to help you support your academic learning and well-being in relation to the campus and greater Madison community.

The course is organized according to the four components of the Wisconsin Experience: 1.) Empathy & Humility; 2.) Intellectual Confidence; 3.) Relentless Curiosity; and 4.) Purposeful Action. With the goal of developing a plan to explore and develop these four components of the WI Experience throughout college, students will engage with campus resources; analyze their identities, skills, interests, and aspirations; and appraise the history and purpose of UW-Madison to help students make the most of their Wisconsin experience.

**Undergraduate Teaching Fellow Learning Outcomes**

As a result of the Undergraduate Teaching Fellow experience, students will be able to…

- Apply effective facilitation techniques in the context of large and small group discussions
• Reflect upon unique aspects of their identities and experiences throughout their work with CP125 students and to create an inclusive classroom community
• Model how students may continue to develop their leadership abilities as peer educators
• Identify campus resources and initiate referrals for first-year students, based on students' differing needs and aspirations
• Demonstrate effective collaboration skills

A sample syllabus for CP 125 can be found here.

Responsibilities

• Co-instruct one section of the Wisconsin Experience Seminar during Fall 2018 semester
• Participate in weekly Undergraduate Teaching Fellow meetings
• Meet weekly with co-instructor to plan class discussions, activities, assignments, and logistics
• Create a welcoming and supportive learning environment for first-year students inside and outside of the classroom
• Communicate regularly with instructor and students
• Hold office hours in the Center for the First-Year Experience
• Additional duties as assigned

Requirements

• Full-time student status for the current academic year and the following fall 2018 semester
• Available to attend Fellow training days (April 20 and August 26)
• Available to work Wisconsin Welcome events
• Represent CFYE as staff at events throughout the Fall semester
• Minimum 2.75 GPA at of the start of the current fall term. If your GPA is below 2.75, please include a statement of explanation in your application
• Commitment to diversity and inclusion

Preferred Qualifications

• Campus and community involvement and leadership and/or interest in developing leadership skills
• GPA of 2.75 and above
• Interest in social justice and wellness topic facilitation
• Facilitation and/or group management skills
• Excellent communication skills
• Interest in exploring themes related to the college transition
• Creativity and willingness to take initiative
• Strong organizational skills and attention to detail
• Willingness to learn and seek opportunities for development

**GPA requirement?** 2.75 and above preferred

**Time of Year?** Fall with opportunities for year-round employment

**How many people are you hiring?** 31

**Documents required/how to apply?**

There are three components to the selection process:

1. Complete the [online application](#) no later than 11:59PM on January 25th.
   - You will need a cover letter, resume, and two references to apply. If you need help creating a cover letter or resume, the [UW-Madison Writing Center](#) can assist with this process.
   - If you have a GPA lower than 2.75, include a statement of explanation in your application.
2. Selected candidates will be contacted via email for a first-round interview by early February.
3. Applicants selected during the screening process will be offered the position by early March.