First-Year Seminar Coordinator
Job Description

Teaching: 50%
Administrative Duties: 50%

TEACHING:

The First-Year Seminar Coordinator (FYSC) will teach two sections of seminar per semester.

- fulfilling program goals, objectives, and expectations- [http://firstyear.tamucc.edu/wiki/Teachers/SeminarLeaders](http://firstyear.tamucc.edu/wiki/Teachers/SeminarLeaders)
- following the common seminar syllabus;
- using assignments and activities appropriate for program goals and consistent with Learning Community (LC) agreements;
- communicating / meeting regularly (at least weekly) with LC teammates and supervisor
- engaging regularly and actively in ongoing professional development activities during the semesters you teach.

The position of First Year Seminar Leader (FYSL) requires a commitment of at least 8 hours weekly for each section you will teach, including office hours and meeting times.

In addition to work as a Seminar Leader, duties normally assigned a class assistant / grader in a particular discipline, which include but are not limited to attending lectures and assisting the lecture professor with evaluation of student work will be expected. A stipend will be paid separately for this work, and the lecture leader(s) for whom grading occurs will supervise.

SCHOLARSHIP:

The FYSC will be expected to attend/present at local, state, or national conferences that are specific to seminar, First Year Experience issues, and/or learning communities. The FYSC will also be expected to share information learned with others in the First Year Learning Community Program (FYLCP).

SERVICE & LEADERSHIP:

University Level:

- Liaison between the university and the FYLCP representing seminar:
  - Active member of the First Year Experience Council (FYEC)
  - Assist with Aloha Days Training (first-year academic issues)
  - Help decide on individual research requests to use seminar classes
- Support university events by sending out announcements/reminders to the FYP listserv
- Occasionally attend Academic Advising trainings
- Support Student Activities connection to the FYP (TIDE, Completing the Pipeline, etc.)

**First Year Program Level:**

- Active member of the Core Leadership Team
  - Support Co-Directors on various projects. Past examples include:
    - Program evaluation procedures
    - StrengthsQuest
    - Reformatting S&T learning communities
    - Significant Learning assessment
    - Round table discussions
    - Gale Stuart
    - Program Review
    - Momentum 2015
    - TIAA-CREF Theodore M. Hesburgh Award
  - Attend/assist in summer LC workshops
  - Support Co-Director of the First Year Program as needed
  - Assist Program Coordinator and Co-Director of the FYP with course scheduling issues, personnel decisions, etc.
  - Assist Administrative Assistant and Student Worker with set up and take down of the First Year Celebration/FYRC

- Liaison to the Large Lecture Faculty
  - Brown bag lunches
  - New Large Lecture faculty trainings
  - STI/WTI
  - Email contact throughout the semester

- Involvement in the hiring of new FYSLs
  - Participate in interview process
  - Assist in the FYSL draft

- Represent seminar as the FYLCP interacts with other universities
  - A&M International visit
  - UTEP visit
  - Foundations of Excellence visit
  - Program Review

**Seminar Level:**

- Train newly hired FYSLs (plan/facilitate summer training workshop)
• Grade summer students’ FYS portfolios
• Mentor new and returning FYSLs
  o Offer instructional support/advice to FYSLs
    ▪ Lesson plan ideas
    ▪ Portfolio ideas
    ▪ Discipline concerns
    ▪ Problem shooting
• Supervise new and returning FYSLs
  o Observe, write up evaluation, then conference with each FYSL
  o Monitor FYSL lesson plans/wiki sites
  o Meet regularly with seminar/composition pairs and/or learning community teams
  o Prepare for and facilitate the Best Practices Workshops (spring and fall)
  o Collect and read end-of-semester Teaching Portfolios