



RUTGERS-NEW BRUNSWICK

Career Exploration and Success

## FIGS PEER INSTRUCTORS, Fall 2025

Position and Application Information

**Application due at noon EST on Friday, October 18, 2024**

### WHAT DOES IT MEAN TO TEACH A FIGS?

First-Year Interest Group Seminars (FIGS) are one-credit courses for first-year students focused on an academic or career interest area and taught by experienced Rutgers students in their junior or senior year. Peer Instructors (PIs) develop a ten-week course that exposes students to career, research, and educational opportunities and the many resources available at Rutgers. PIs collaborate with the FIGS Team to customize their courses, integrating required FIGS Elements (academic success, diversity and inclusion, personal wellness, etc.) with interactive educational activities. As a FIGS PI, you will share your knowledge of an academic topic, your Rutgers experiences, and your advice for succeeding in college with up to 25 students.

### WHAT WILL I GAIN AS A PEER INSTRUCTOR?

At the Office of Career Exploration and Success, we believe teaching a college course is an incredible professional development opportunity for any Rutgers student. Whether you're planning to study law, practice medicine, work as an engineer, or pursue another field, teaching gives you the skills necessary to excel in the world of work.

Here are the NACE Career competencies, the most highly sought-after professional skills that employers are looking for, and how this position will provide you with experience in each:

- **Critical Thinking:** customizing FIGS lesson plans with material from your field, revising lesson plans based on program feedback, adapting plans in real-time in your classroom
- **Communication:** public speaking, corresponding with students and colleagues, creating course materials
- **Leadership:** modeling the behaviors of a successful student leader, managing group dynamics, leading classroom activities, fostering individual relationships, responding to students' needs
- **Professionalism:** maintaining accurate class attendance records, grading student work, conducting a peer evaluation, receiving professional feedback on performance, serving on the Peer Instructor interview team
- **Equity & Inclusion:** creating a respectful community, leading discussions on diversity, addressing diverse student concerns, sharing Rutgers values
- **Teamwork:** using strengths and knowledge to assist students, creating healthy classroom dynamics, fostering relationships with the FIGS team, a Faculty Mentor, and students
- **Career and Self-Development:** reflecting on the college experience, identifying areas of strength and growth, attending weekly staff meetings in fall semester, managing independence as an instructor
- **Technology:** overseeing official course site on Canvas, utilizing innovative teaching strategies

#### VIRTUAL INFORMATION SESSIONS (please register via Rutgers Handshake):

Monday, September 30 at 6 pm – 7 pm

Tuesday, October 8 at 6 pm – 7 pm

Friday, October 11 at 5 pm - 6 pm

Monday, October 14 at 5 pm – 6 pm

**Peer Instructors will earn 3 credits in the spring and a \$2,000 stipend in the fall semester.**

**Questions? Email us at [figs@echo.rutgers.edu](mailto:figs@echo.rutgers.edu)**

## HOW DOES TEACHING A FIGS WORK?

Peer Instructors have a big challenge—you will customize a course that blends important concepts from your major or field with crucial information about Rutgers resources. To make this happen, Peer Instructors have a lot of support and training along the way. Each Peer Instructor must:

1. **Enroll in a 3-credit spring 2025 Peer Instructor Education course:** Peer Instructors must enroll in PI Education in the spring semester prior to teaching their FIGS. In this course, PIs will discuss fundamental teaching principles, explore new teaching strategies, and develop many of their lesson plans. We will offer multiple sections of PI Education in the spring. Candidates who are hired will rank their class section preferences and then receive an assignment and SPN for registration. Peer Instructors receive 3 credits for this graded course, which will meet for 3 hours once a week for the spring semester.
2. **Complete summer training in August:** Peer Instructors must participate in a multi-day 8 hour in-person training session held August 25-27, 2025. During these sessions, PIs will review course administrative duties, receive supplemental training on classroom management, and connect with other campus offices.
3. **Attend regular staff and supervisory meetings in the fall semester:** PIs will meet with a member of the FIGS Team to discuss course progress, review administrative duties, and process this career experience.
4. **Participate in the interview process for fall 2025.** Your final responsibility as a PI is to help us find our newest cohort of Peer Instructors by serving on the interview team for the following year.

## HOW DO I APPLY?

1. Make sure you meet our requirements. We are looking for undergraduates currently in their sophomore or junior year with a minimum cumulative GPA of 3.0 (3.2 preferred). Candidates must be a Rutgers junior or senior enrolled in the Fall 2025 semester and have 24 credits. At time of application, applicants must have at least one full semester completed at Rutgers University. Peer Instructors are in good academic and disciplinary standing, have strong leadership skills from meaningful campus and community involvement, and demonstrate a strong knowledge of the academic discipline of their course.
2. Complete an application at [go.rutgers.edu/teachafigs](https://go.rutgers.edu/teachafigs). **Applications are due at Noon EST on Friday, October 18, 2024.**
3. Select candidates will receive an email prompting them to choose an individual virtual interview time in November. Candidates meet with 3-5 FIGS team members including staff and past Peer Instructors. You will need to prepare a 10-minute interactive teaching demonstration related to your topic. Our best advice is to be comfortable with your content, be creative with your teaching methods, and to show us how you will engage your students.
4. All candidates offered interviews will also be asked to have a Rutgers faculty or staff member submit a completed recommendation form on their behalf. Recommenders must submit a completed form via email to [figs@echo.rutgers.edu](mailto:figs@echo.rutgers.edu). Additional details and a recommendation form will be provided to candidates.
5. Check your email one last time! The FIGS team will inform successful candidates of their hire by early December. At the time of selection, the FIGS Team will collect availability for the options for the 3-credit Peer Instructor Education seminar and issue SPNs.

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