

FIGS PEER INSTRUCTORS

Application and Position Information



VIRTUAL INFORMATION SESSIONS:

- Friday, December 4 at 10:30AM
- Monday, December 14 at 3PM (reading day)
- Friday, January 15 at 9AM
- Tuesday, January 19 at 4pm (first day of spring classes)

ONLINE APPLICATION DUE: Noon EST on Friday, January 22, 2021

IMPORTANT INFORMATION ABOUT FALL 2021 HIRES:

Due to budget restraints, we will only be hiring a limited number of Peer Instructors for a select group of topical areas. Half of our peer instructor class that was selected to teach for Fall 2020 had their positions deferred to Fall 2021. As a result, we will not be recruiting for the following topics for Fall 2021: Careers in the Sciences, Communication, Criminal Justice, Dental Professions, Theater. *Please note while we are not accepting applications for the Careers in the Sciences FIGS, we are still accepting applications for other science FIGS such as Health & Medicine, Exercise Science – Kinesiology & Health, Chemistry, etc.

Additionally, our entire selection process will be virtual this year. Please see below for more information about our application, selection process, and offers of employment.

WHAT DOES IT MEAN TO TEACH A FIGS?

First-Year Interest Group Seminars (FIGS) are one-credit courses taught by upper-class students to aid first-year students in their transition to college while exploring an academic interest area. Peer Instructors develop a ten-week course that exposes students to career, research and educational opportunities as well as the many resources available at Rutgers. PIs coordinate each 80-minute class session including discussion topics, faculty and guest speakers, and the inclusion of the 9 required FIGS Elements (academic success, diversity, personal wellness, etc.). As a FIGS Peer Instructor, you'll have the opportunity to share your knowledge of an academic topic, your Rutgers experiences, and your advice for succeeding in college with up to 25 students.

Please note that it is likely that we will not know if FIGS classes for Fall 2021 will be in person or remote when offers are made. Candidates applying to teach a FIGS must be willing to teach in either format. Training programs offered will prepare all peer instructors for the type of course needed for Fall 2021.

WHAT WILL I GAIN AS A PEER INSTRUCTOR?

At the Office of Career Exploration and Success, we believe that 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, become a counselor, or enter the world of business, teaching a FIGS gives you the skills necessary to succeed in your field. Past PIs have described writing about their time in a FIGS classroom in graduate school applications, talking about their experience in job interviews, and using lessons learned from their FIGS successes and challenges in the world of work. Your experience will help you develop the most highly sought-after professional skills that employers are looking for, like:

- **Critical Thinking and Problem-Solving:** developing meaningful lesson plans, adapting plans to a classroom in real time
- **Time Management and Organization:** coordinating details like a budget, supplies, copies, and guest speakers
- **Communication:** practicing public speaking, writing official emails to students on behalf of the program, creating handouts
- **Leadership:** managing group dynamics, facilitating effective activities
- **Work Ethic & Professionalism:** maintaining accurate class attendance records, grading student work, receiving professional feedback on performance, serving on the Peer Instructor interview team for 2022
- **Global and Intercultural Fluency:** creating a community of respect, leading discussions on diversity
- **Digital Technology:** overseeing official course site on Canvas, developing and using media

COMPENSATION:
PEER INSTRUCTORS RECEIVE A STIPEND OF \$1250
AND EARN 3 CREDITS.

HOW DOES TEACHING A FIGS WORK?

Peer Instructors have a big challenge- creating a course that blends important concepts from their content area with crucial information about Rutgers resources. To make this happen, Peer Instructors have a lot of support and training along the way. To prepare to teach, each Peer Instructor must participate in:

- 1) **Two Orientation Meetings:** PIs will be introduced to the required FIGS course elements and meet staff and fellow PIs.
 - a. During early April, PIs will meet as a group with their Senior PI groups at a mutually agreed upon time.
 - b. Peer Instructors are also required to attend a PI Orientation program and will select one day to attend, Friday, April 16 or Sunday, April 18. PIs should hold 4-9pm and their two-hour shift will be confirmed at a later date.

- 2) **Summer Training in May and August:** Peer Instructors participate in two multi-day training sessions held May 13 & 14, 2021 (Summer Institute I) and August 23, 24, & 25, 2021 (Summer Institute 2). During these sessions, PIs are provided with background and in-depth information on the FIGS Program as well as the tools needed to design a curriculum. Peer Instructors will also spend time getting to know their fellow PIs, learning about many university resources for first-year students and sharing ideas for their FIGS class. Attendance at all days of both Summer Institutes is mandatory as a Peer Instructor. A student staff training for all students who work in Career Exploration and Success will also be held on Sunday, August 29 (time TBD).

- 3) **Peer Instructor Education Class:** Peer Instructors must enroll in Peer Instructor Education (3 credits), offered in the same fall semester as they teach their FIGS. Selected PIs must plan fall course schedules around this class. In this course, PIs share stories from their classrooms, develop strategies to respond to teaching challenges, and explore new teaching techniques. Through class discussion and group activities, Peer Instructors reflect on the FIGS experience and consider how teaching contributes to career readiness. **NOTE:** Although the course will meet in the fall, many assignments are due in late spring/early summer as Peer Instructors submit all lesson plans and syllabus for approval.

Three sections of PI Education will be offered in the fall. Specific class times will be announced prior to fall registration. Peer Instructors rank their class section preferences and then receive a SPN for registration. While Peer Instructors receive 3 credits for the course, it only meets for 80 minutes a week during the fall as summer training hours count for course credit.

Please note that our April orientation and May training programs will be offered in a virtual format. Decisions about whether August training and courses being held virtually or in-person will be made as we know more about COVID challenges and the status of Rutgers classes/programs/housing for fall 2021.

HOW DO I APPLY?

1. Make sure you meet our requirements. We're looking for full-time undergraduates in their junior or senior year (54 credits) in fall 2021 with a minimum cumulative GPA of 3.0 (3.2 preferred) at time of application and after spring 2021. 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 <http://figs.rutgers.edu>. Applications are due at Noon EST on Friday, January 22, 2021.
3. Ask a Rutgers faculty or staff member to complete the FIGS recommendation form. Recommendations forms must be submitted by the recommender to figs@echo.rutgers.edu by Noon EST on Friday, January 22, 2021.
4. Check your email! Following extensive application review, we will invite a select number of candidates to participate in our virtual group interview process offered Friday, February 12, Saturday, February 13, and Sunday, February 14. All candidates will hear from us either way by end of day on Friday, February 5th. Select candidates will receive an email prompting them to select an interview time during the weekend of February 12, February 13, and February 14.
5. Check your email again! Candidates will receive an email by Thursday, February 18 letting them know if they have been selected for a virtual individual interview. Students invited to participate in the individual interview process will sign up online for a specific interview time (February 22 - March 12).
6. Prepare for your individual interview! Candidates meet with 3-5 FIGS team members including staff and past Peer Instructors for an interview between February 22 and March 12. You'll need to prepare a 10-minute teaching demonstration related to your topical area. Our best advice is to be comfortable with your content, be creative with your teaching methods, and to show us how you'll engage your students.
7. Check your email one last time! Final Peer Instructor selection decisions will be announced in late March.