SELECTION CRITERIA

These are qualities that we hope our candidates strive for and/or display:

Enthusiasm:
• positive attitude, self image
• dependable, committed
• willing to learn, grow and challenge self
• can motivate others
• self-confidence

Leadership and programming potential:
• positive role model
• displays maturity and responsible decision-making
• effective group facilitator
• can lead and follow
• understands and articulates the value of educational and social programming
• assesses and articulates student needs
• demonstrates creative program ideas and has some
• applicable skills/experience

Creativity and/or Artistic Ability:
• has artistic ability or interests; may be skilled at computer graphics, hand lettering, or other.

Organizational Skills:
• effective time management skills
• ability to prioritize multiple task
• excellent follow-through

Communication skills:
• strong verbal and written skills; ability to represent the college effectively
• listens attentively
• articulates strengths and weaknesses

Appreciation of Diversity & International Issues and Social Justice and Community Issues:
• understands and respects social and personal significance of race, culture, religion, national origin, gender, age, sexual orientation, ability, etc.
• committed to international and global issues
• listens to and responds to all community members

Committed to faculty-student interaction:
• understands the benefits of:
  o fostering connections between faculty and students in a variety of settings, including lectures, informal settings and workshops.
  o is committed to planning and implementing programs that help students build relationships with faculty and community members
College Nine and College Ten are committed to fostering an environment where our students can live, work, and grow through engagement with important social issues that bring to life the college themes: for College Ten, Social Justice & Community; for College Nine, International & Global Perspectives. The Faculty Initiative Assistants are part of the College Nine and College Ten Cocurricular staff, which plans and produces theme-related community programming at College Nine and College Ten. To this end, the Cocurricular Unit works collaboratively with other college staff, other campus departments, faculty and community members.

EXAMPLES OF DUTIES: FIA
1. Please refer to the job description from the Employee Request System for a more specific breakdown of job duties.
2. Each quarter, the FIA team will plan approximately three programs providing an array of opportunities for faculty and student interaction. Examples include: lectures, luncheons, workshops, visual educational displays, teach-ins, etc.
3. FIA’s work an average of 8 to 10 hours per week as arranged with supervisor. These hours include scheduled time in the office, outreaching to faculty associated with the college themes of International and Global Perspectives (College Nine) and Social Justice and Community (College Ten), conducting interviews, assessing faculty interests, etc. as well as staffing programs, and attending staff meetings.
4. The FIA position will reflect your primary thematic interest within International and Global Perspectives (College Nine) or Social Justice and Community (College Ten). You will indicate this in your application materials and interviews.
5. Must participate in Fall New Student Orientation as assigned.
6. Must represent the college at other campus-wide programs as assigned.

COMPENSATION
1. The FIA position is classified at the Student Assistant III rate. Selected applicants will receive hourly compensation ranging from the base of the SA III rate (currently $9.50/hour). For more information, please see ER #1617 in the Student Employment System of the UCSC Career Center.

EMPLOYMENT PERIOD
1. Online application must be completed and all supplemental application materials turned in to the Cocurricular Programs Office, SS1, #104 by 4:00PM on Wednesday April 8, 2015.
2. FIA’s will be selected by Thursday, April 16, 2015. Employment is contingent on student’s academic and judicial standing.
3. The employment period begins on August 31, 2015 and ends at 6:00 pm the day after Graduation, June 12, 2016.
4. The FIA appointment is for one academic year only. FIA’s must apply each year for employment. Re-appointment is not automatic.

ACADEMIC AND OTHER REQUIREMENTS
1. Must be a UCSC student with a minimum of one academic year experience.
2. Must remain in good academic standing throughout the period of employment. Must maintain a full academic course load during the employment period. Undergraduate students may not enroll in more than 17 units per quarter.

OTHER EMPLOYMENT AND EXTRACURRICULAR ACTIVITIES
1. FIA visibility and participation in the College Nine and College Ten communities is of the utmost importance. Outside activities, excluding academic commitments shall not exceed 10 hours a week. The FIA job is secondary only to academics.
2. May not hold any major offices in campus organizations, assistantships, internships or part-time jobs without prior approval from the Director of Cocurricular & Academic Programs.
3. Must perform assigned responsibilities satisfactorily and comply with university policies.

ADMINISTRATIVE INFORMATION
1. FIA’s must have a phone number with message box and an active email account that is checked on a daily basis.
2. FIA’s have mailboxes in the office where they receive important information. They will be expected to check it on a daily basis.

GROUNDS FOR DISMISSAL
1. Failure to meet qualifications, terms of employment, or job description requirements will result in a meeting with the supervisor. Depending on the seriousness of the violation, a warning letter may be issued. A FIA may also be placed on probation or terminated.