IFS 2014 Staff Position Description

*IFS alumni, experienced RAs, and campus leaders are eligible and encouraged to apply.*

Expectations:

IFS staff members work as a team to support the academic experience, to engage new students, and to build community in a variety of ways. We are looking for students who are fully committed to IFS values, and who are energized by the opportunity to be part of incoming freshmen’s first academic and social experiences at IU.

This commitment is evident in all staff job responsibilities, which include:

- Taking the lead and act as a role model for your IFS students, demonstrating emotional maturity, abiding by all policies, and modeling good decision-making skills
- Being visible and available on the floor and within the building to talk with students about concerns, interests, and needs
- Fostering relationships among IFS students, and working with other floor team staff to create a community that honors and supports the academic mission of IFS
- Encouraging self-discipline and respect for individual rights among residents
- Working closely with other staff to organize and promote co-curricular and extra-curricular programs that encourage engagement and showcase IU’s resources
- Demonstrating enthusiasm for and support of all IFS-sponsored events
- Acting as an IU representative with strong knowledge of IU’s unique features and history
- Responding to emergencies, should any arise, using problem-solving and interpersonal skills to manage sensitive situations
- Assisting with IFS check-in and check-out, and with other duties as assigned

Additionally, staff members may be asked to work closely with one or more of the IFS faculty to support their classes. Those staff members may take on responsibilities such as:

- Collaborating with a faculty member in a substantive role that contributes constructively to the class dynamic
- Providing feedback to faculty regarding student progress in adapting to IU and the classroom environment
- Working with IFS students in and out of class—providing insight, organizing study sessions, teaching appropriate material, clarifying material and, if needed, translating the expectations of the faculty member
- Helping with the administrative duties for the course such as grading papers, tutoring, and assisting in gathering course materials
**Selection Criteria:**

- Good academic standing (CGPA of 3.0 or higher) and good judicial status, maintained throughout the period of training and employment with IFS
- Clear dedication to supporting the IFS residential experience and engaging fully with IFS participants
- Ability and willingness to take initiative in identifying and resolving problem situations as they arise
- Strong work ethic and commitment to the position’s duties and expectations
- Excellent communication skills
- Enthusiasm for teamwork, and for sharing in responsibility to achieve IFS team goals

**Required Training:**

IFS staff training begins in the spring semester with two evening workshops and a half-day Saturday retreat. Specific times and locations will be announced later. All staff members also participate in required, intensive training during the week of July 28, just before IFS begins.

**Summer Commitment:**

Monday, July 28 through Friday, August 15, 2014. All staff members are required to live in the residence hall throughout training and during IFS. All staff members must move out of the residence hall by 11am on Friday, August 15.

**Compensation:**

- Free room from July 28 through August 15
- A combination of meal points and stipend approximately equivalent to $700; staff members have input on what range of meal points they will receive (details given at interviews)
- Leadership experience and the opportunity to work with a great team of peers, professional staff, and faculty members

**Selection Process:**

Apply by Friday **November 15** for consideration in our first round of hiring. Interviews will begin in December.

**Any Questions?**

Contact Gail Londergan, IFS Assistant Director, at londer@indiana.edu.