GEMS100 Section Leader Job Description | Spring 2016 Interview Process

GEMS100 is a one-credit course for first year students designed to familiarize them with the Gemstone Program and the many resources at the University of Maryland. Students will explore the areas of liberal education, diversity, arts, current events, service, teambuilding, and leadership. Through readings, interactive discussions, activities, and field trips, students will be encouraged to think broadly about their college and Gemstone experience. Students will also develop an in depth understanding of their responsibilities to the Gemstone Program.

Qualifications for Position:
● Minimum 3.0 cumulative grade point average
● Must be an active Gemstone student
● Must communicate clearly and possess a positive attitude
● Must demonstrate an eagerness to teach and orient new students
● Must have the time to do the job (allow the same time as you would for a 3 credit course)

Section Leader Job Responsibilities:
● Must attend and actively participate in two MANDATORY training sessions:
  ○ Training #1 – **Sunday, May 7th time TBD**
  ○ Training #2 – **Sunday, August 28th time TBD**
  ○ Gemstone Social Innovation Kickoff & Experiential Internship Fair, Date & Time TBD
● Attend and participate in a bi-weekly Section Leader meeting
● With your co-SL, create the course syllabus based on GEMS100 guidelines
● Teach once per week (75 minute class) for the entire semester
● Grade and return all assignments to students promptly
● Plan and implement all class activities including scheduling activities, speakers, and discussions
● Submit Section Leader reflections, evaluations, and other assignments by the appropriate due dates
● Attend the Gemstone Colloquia with your section and take attendance
● Participate in peer evaluations of other Section Leaders

Selection Criteria:
Section Leaders will be chosen through an application and interview process. All applicants will be evaluated on the following areas:
● Maturity and professionalism
● Enthusiasm
● Positive attitude
● Demonstrated leadership and communication skills
● Ability to communicate and work with people from different backgrounds
● Campus and community activities
● Understanding of and involvement in the Gemstone Program
● Leadership/Role Modeling
● Administration/Time Management
● Diversity
● Self Awareness/Development
● Facilitation Skills

Compensation:
**First time Section Leaders** will receive three graded credits through GEMS208C or D in the fall. Registration in this course is mandatory.
**Returning Section Leaders** may receive three graded credits OR a $450 stipend at the end of the semester.