

# GEMS100 Section Leader Position Description

GEMS100 is a one-credit freshman course designed to orient incoming students to the Gemstone Program and the multiple resources at the University. 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 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
- Should 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 MANDATORY training session: Sunday, May 7<sup>th</sup>, time TBD
- Attend Gems 100 Social Innovation Kickoff (date TBD)
- Attend and participate in a weekly Section Leader meeting (either Monday or Tuesday at 8am)
- With your partner, create the course syllabus based on GEMS100 guidelines
- Teach once per week (60-90 minute class) for the entire semester
- Grade and return assignments to students promptly
- Plan and implement all class activities including scheduling out-of-class experience, 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

## 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
- Involvement within Gemstone
- Campus and community activities

## 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.