Job Description: FYE 2100 Instructor

First Year Experience (FYE) Instructors will play a role in the successful implementation of Western Michigan University’s FYE initiatives. Instructors teaching FYE2100 will be instrumental in facilitating first-year students’ path towards academic success as they learn about the array of resources available at WMU. CliftonStrengths assessment and development, career exploration, academic planning, and personal goal setting skills will be included in the course. Instructors for this course are paid at the rate of $1,100 per credit hour in compliance with PIO contracts.

Renewal Opportunities
Renewal decisions are based on minimum requirements, meeting expectations, and satisfactory student course evaluations.

Required Qualifications

- Currently employed, WMU faculty or staff with a Master’s Degree in any field, with preference given to those with prior teaching experience in higher education.

Experience and Preferred Skills

- Deep and genuine commitment to work directly with students evidenced by 2-5 years of related experience providing individual student support in an academic advising, student success, or relevant experience.
- Strong written and oral communication, collaboration, and teamwork skills.
- Demonstrated commitment to the values of equity, inclusion, and social justice.
- Demonstrated interest in collaboration and engagement with diverse students, staff, faculty, and the university community.
- Desire to advance student learning, development, and success in higher education settings.

Primary Duties and Responsibilities

- Instruct first-year students in the FYE-2100 two-credit course designed to help them successfully achieve academic, personal, financial, and career goals.
- Uphold and follow through on all prescribed elements of FYE curriculum.
- Supervise and provide leadership development for your FYE-2100 student facilitators, including adherence to the Office of Student Transitions standards of accountability (provided in training).
- Attend annual FYE Instructor trainings in May, August and October professional development.
- Complete required assessment pieces in a timely fashion.
- If hired, all FYE instructors will need to submit a signed offer letter, P008 form, and completed syllabus.

Compensation

- $2200 per section taught ($1100 per credit hour)
- $250 for attending May and August trainings ($500 total)

Applicants will be contacted by the Office of Student Transitions when section courses become available and applicants advance to the interview stage.