



WE'RE  
HIRING!

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## CASP LEARNING COMMUNITY CO-FACILITATOR POSITION

CASP is hiring Once-a-Week Learning Community (OLC) Co-Facilitators. Ideal candidates should be interested in supporting first-year students' transition to college in a weekly small group setting; co-facilitators will also need to be comfortable leading small group discussions and should have familiarity the Chancellor's Associate Scholars Program (CASP). We are hiring co-facilitators for both freshmen and transfer student OLCs. A detailed overview of CASP's OLC's can be found on our webpage: <https://casp.ucsd.edu/students/olcs/index.html>.

### **OLC Co-Facilitators are responsible for the following:**

- Co-facilitate OLC seminars with a CASP professional staff member.
- Attend group training meetings.
- Facilitate a few of the seminar sessions.
- Help to plan seminars.
- Maintain consistent communication with seminar students
  - Email/call students to remind them about seminar related information.
  - Communicate with students during and outside of seminars (answer questions, send reminders, etc.)
- Paperwork
  - Keep attendance records.
  - Put together worksheets for group work.
  - Timesheets and other paperwork as assigned.
- Co-Facilitators work time will consist of:
  - OLC seminar time (1 hour/week)
  - Weekly prep with CASP professional staff member, and over the week (1-3 hours/week)
  - OLC training meetings (Varies – no more than 5 hours a Quarter)
- Other duties as assigned

Candidates must be available to work a minimum of 3 - 5 hours per week, beginning early January throughout the end of the academic year. Candidates must have completed at least 3 Quarters at UC San Diego.

### **Compensation: \$13.00/Hour**

Interested candidates should visit the following webpage for more information: <https://casp.ucsd.edu/students/olcs/index.html>.

To apply: fill out the [online form](#) by November 5, 2019. We will also request a copy of your Winter Quarter course schedule once it is finalized.

Questions: Karen Van Ness, [kvanness@ucsd.edu](mailto:kvanness@ucsd.edu) or (858) 246-0322.