



DEPAUL UNIVERSITY

Office of New Student and Family Engagement (NSFE)

2024 Chicago Quarter Program Positions – For New CQMs and Staff Professionals

The Office of New Student & Family Engagement (NSFE) and the Office of the First Year Program (FYP) work together to oversee the Chicago Quarter Program. NSFE provides support and oversight for two members of Chicago Quarter teaching teams: the Staff Professional and the Chicago Quarter Student Mentor (CQM). NSFE also oversees the Common Hour curriculum. FYP provides support and oversight for the third member of the teaching team – the faculty member, as well as the academic component of the course.

In collaboration with a faculty member, the Staff Professional and CQM provide critical support to new students as they transition to DePaul. Teaching teams create interpersonal connections with and between their students, while also serving as a resource as students navigate the university and the city of Chicago.

The Staff Professional and CQM are both responsible for the Common Hour curriculum and are also expected to engage with their course's academic topic. Staff Professionals and CQMs are expected to work in collaboration with one another to plan, facilitate, and deliver the Common Hour curriculum to their students. This experience serves as a unique opportunity for CQMs to grow and develop as leaders. In this role, CQMs will have the opportunity to develop and enhance the following skills: communication, leadership, teamwork & collaboration, professionalism/work ethic, and resourcefulness/adaptability. CQMs will have the support of a Staff Professional to provide ongoing guidance and feedback throughout the quarter. Faculty can also provide support, feedback and guidance to the Staff Professional and CQM.

Please note: CQM and Staff Professional job duties are subject to change as DePaul University responds to the COVID-19 pandemic, and will follow city/state guidelines.

Principal Duties & Responsibilities for both CQMs & Staff Professionals:

- Review, organize, and deliver Common Hour lesson plans and grade assignments.
- Maintain regular and responsive communication with assigned Chicago Quarter teaching team.
- Work collaboratively with the CQ teaching team to plan and coordinate course content and develop syllabus.
- Give priority scheduling to planning meetings with the CQ teaching team, outside of and in addition to required dates outlined below.
- Mentor new students by sharing your experiences at DePaul, connecting to resources appropriately, sharing information on co-curricular opportunities, and by offering support.
- Attend and participate in New CQ Staff Trainings, Best Practices Conference, and Pre-Quarter Meetings (dates outlined below).

Additional Duties & Responsibilities for Staff Professionals only:

- Provide CQM regular support, guidance, and feedback in preparation for and during the fall quarter.
- Lead formal evaluation of CQM performance (in consultation with faculty member) utilizing the CQM Formative Feedback Form provided by NSFE.
- Assist with Common Hour assessment initiatives throughout the fall quarter.
- Monitor students in your assigned Chicago Quarter course in Blue Star and intervene/refer when students are experiencing difficulty.
- Initiate communication among teaching team to ensure ongoing needs of the course and team are met.
- Work to resolve any issues that may arise within the teaching team.

Position Qualifications:

Chicago Quarter Mentors -

- New CQMs must attend an information session in January. Attendance will be verified.
- New and returning CQMs must attend all trainings, one-on-one meetings, and teaching team meetings.
- Must be a currently enrolled full-time undergraduate student with a cumulative grade point average of 2.5 and intend to be enrolled as a full-time student for Fall Quarter 2024. First-year students who have a 2.0-2.49 GPA are eligible to apply and will be required to have an additional meeting with a staff member in NSFE as part of the interview process.
- Comfort with technology and able to pick up new technologies quickly.
- Access to reliable internet, a computer with a webcam, and a cellular phone (smart phone preferred).
- Flexible and open to working in different course modalities (in-person and/or online).
- Commitment to the mission of DePaul and the Chicago Quarter program.
- Interested in working collaboratively with university faculty and staff.
- All applicants' student conduct records will be reviewed as part of the selection process. Students who have been found in violation of the Code of Student Responsibility or other DePaul policies through the Student Conduct Process may be required to provide additional information and/or may be removed from the selection process or from the position.

Staff Professionals -

- Full-time/part-time staff member, or full-time graduate student at DePaul University. Graduate students must be enrolled as a student for Spring Quarter 2024 and Fall Quarter 2024.
- Bachelor's degree recipient.
- Aware of and willing to learn about the needs of first-year students and commitment to the work of the First Year Program.
- Interest in mentoring and guiding undergraduate student leaders.
- Ability to assist in planning and co-facilitating Common Hour lessons and grading Common Hour assignments.
- Access and utilize Blue Star during the fall quarter to monitor new students and intervene when necessary.
- Commitment to collaboration between faculty, students, and staff.
- Knowledge and familiarity of university resources and ability to seek out and identify resources as necessary.
- Staff members: Supervisor approval to accept and serve in the CQ Staff Professional role.
- Comfort with technology and able to pick up new technologies quickly.
- Access to reliable internet, a computer with a webcam, and a cellular phone (smart phone preferred).
- Flexible and open to working in different course modalities (in-person and/or online).

Work Schedule & Terms of Employment:

Chicago Quarter Mentors and Staff Professionals begin working in the spring quarter and are in the role until the end of the fall quarter. **During the fall quarter, all Chicago Quarter Mentors (in Discover and Explore) and all Staff Professionals (in Discover and Explore) are expected to work 6-7 hours/week.** All required dates are outlined below. If unforeseen circumstances arise and student mentors or Staff Professionals are unable to attend a training, meeting, class, or other program, this must be communicated with the Office of New Student & Family Engagement as soon as possible.

Teaching Team Assignment Process:

If selected for the position, both CQMs and Staff Professionals will be assigned to a teaching team. The teaching team assignment process will begin in late April and CQMs and Staff Professionals will be able to provide course preferences and availability during the matching process. Communication will be emailed out prior to the start of the process. The teaching team assignment process moves quickly and occurs within a short window of time. For this reason, teaching team members will have a responsibility to respond within the given time frame in order for requests and preferences to be honored. Teaching team assignments will be finalized around June 5th, 2024.

Please note: These dates are subject to change based on how the university responds to the COVID-19 pandemic and will follow city/state guidelines.

Required Dates:

- New Chicago Quarter Mentor Training (*Note: modalities are TBD and subject to change*)
 - Friday, April 5th, 2024 from 1-3pm CST (Required Hiring Meeting; LPC)
 - Friday, April 19, 2024 from 1-5pm CST
 - Friday, April 26, 2024 from 1-5pm CST
 - Friday, May 3, 2024 from 1-5pm CST
 - Friday, May 10, 2024 from 1-5pm CST
 - Friday, May 17, 2024 from 1-5pm CST
 - Summer Optional Workshop offered – Dates TBD
- New Chicago Quarter Staff Professional Training (*Note: modalities are TBD and subject to change*)
 - Friday, April 5th, 2024 from 1-3pm CST (Hiring Meeting for new Grad Student Staff Pros only; LPC)
 - Friday, May 3, 2024 from 1-5pm CST
 - Friday, May 10, 2024 from 1-5pm CST
 - Friday, May 17, 2024 from 1-5pm CST
 - Summer Optional Workshops offered – Dates TBD
- Annual Chicago Quarter Best Practices Conference – Friday, June 7th, 2024, hold 9:00am-5:00pmCST, LPC
- Discover Chicago Quarter Teaching Teams
 - Pre-Immersion Meeting – Wednesday, August 21st, 2024, hold 9:00am-5:00pm CST
 - Immersion Week – Monday, August 26th to Friday, August 30th, hold 8:00am-6:00pm CST (*must be available to work 28 hours total this week*)
- Explore Chicago Teaching Teams
 - Great Starts Meeting – Wednesday, August 28th, hold 9:00am-5:00pm CST
- Chicago Quarter Course Days/Times and Explore Chicago Excursions – Placement in a CQ course will occur in early spring and at that time specific dates/times/locations/course modalities will be available.
- One Hour weekly one-on-one meetings during the fall quarter. Days/times determined by SP & CQM

Application Process and Deadlines

Staff Professional Position:

- Attend a Staff Professional Information Session.
- Confirm supervisor approval for your participation (*if applicable*).
- Complete the online application.
- Notifications for all Staff Professional applicants will be made on an ongoing basis.

Chicago Quarter Mentor Position:

- Attend an information session.
- Submit a completed application on the student employment job board by Sunday, February 4th, 2024 by 11:59pmCST. Application includes uploading a PDF of your resume. Please title the document, "YOUR LAST NAME, FIRST NAME Resume"
- Your GPA will be verified after you submit an application.
- Qualified Chicago Quarter Mentor applicants will be invited to participate in group interviews in February.
- Notification for all applicants will be made in early March.

Stipend:

Chicago Quarter Mentors (Discover and Explore)

New CQMs will receive a \$400 total stipend for successfully completing spring training and it will be distributed over the course of Spring Quarter 2024. Hours should not be entered in Bluesky for spring training.

A stipend of \$1,750 total will be distributed over the course of Fall Quarter 2024 to all CQMs. This stipend includes the time commitment for the Pre-Quarter Meeting and work completed during fall quarter. Hours should not be entered in Bluesky for work completed fall quarter.

Staff Professionals (Discover and Explore)

New Graduate Student Staff Professionals will receive a \$400 total stipend for successfully completing spring training and it will be distributed over the course of Spring Quarter 2024. Hours should not be entered in Bluesky for spring training.

A stipend of \$1,750 total will be distributed over the course of Fall Quarter 2024 to all Staff Professionals. This stipend includes the time commitment for the Pre-Quarter Meeting and work completed during fall quarter.

Supervision & Support:

Office of New Student & Family Engagement (NSFE) – 773.325.7360

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