2016 M-Engin STUDENT LIFE FACILITATOR

Job Description
Student life facilitators are responsible for the orientation and supervision of students in the residence hall as well as assisting with the planning and implementing of non-classroom activities for M-Engin participants. In an activity capacity, student life facilitators will have to assist in developing, implementing and supervising activities for M-Engin participants during the evenings and weekends. Student Life Facilitators need to be flexible and willing to adapt to unique challenges, accepting tasks as they arise and are assigned by supervisors.

Requirements
1. Student Life Facilitators must live in the residence hall during the Academy session.
2. Student Life Facilitators must be available to work evening hours and weekends.
3. Candidates should have good leadership, planning, and organizational skills and be reliable, adaptable and conscientious in the performance of duty.

Desired Qualifications
1. Experience with the Center for Engineering Diversity and Outreach Office pre-college and pre-freshman programs.
2. Possession of a valid driver’s license (preferred).

Duties and Responsibilities
1. Attend Staff Orientation, initial facilitator training sessions, and on-going facilitator meetings.
2. Participate in the planning and implementation of the following M-Engin Activities:
   a. M-Engin Opening and Closing Programs
   b. All extracurricular activities related to engineering, science enrichment, departmental tours, cultural enrichment, social networking, recreation, and career and professional development.
3. Assist with move-in and move-out procedure for M-Engin participants.
4. Supervise M-Engin participants in the residence hall and cafeteria.
5. Accompany students during evening and weekend events.
6. Assist with emergency situations involving participants.
7. Assist with Academy office duties as scheduled.

Supervision Received
Student Life Facilitators are directly supervised by the Student Life Coordinator of M-Engin.

Term of Employment

M-Engin Student Life Facilitators:
June 13th – June 24th  
Approximately 40 hours total
June 25th – August 6th  
40 hours per week

Compensation
$10.35/hour – including room & board from June 25th – August 6th