2016 M-Sci Academic Facilitator Position

About M-Sci
M-Sci is a two-year program for math and science interested students admitted to the University of Michigan. The program begins with an intensive summer residential academic program followed by two years of special programming. The M-Sci Academy is designed to strengthen and diversify the cohort of students who will receive their math or science degree from the University of Michigan. Upon graduation, students who participate in M-Sci will be especially well prepared to seek career opportunities or to attend graduate or professional school in math or science.

Sixty M-Sci students will begin this summer term living in a residence hall on UM’s north campus beginning June 25, 2016, and will participate in the UM Summer Orientation Program June 26 - 28, 2016. Beginning June 30th, M-Sci students will take three for-credit courses in math, science, and writing, in order to earn a total of nine credits. Each course will be assigned an Academic Facilitator (AF); it may be possible for an Academic Facilitator to support more than one of the three M-Sci courses.

In addition to a daily schedule of classes, M-Sci students will participate in evening and weekend study sessions, attend lectures, work closely with academic instructors and coaches, and participate in a rich array of social, cultural and personal growth experiences. The M-Sci Summer Program ends on August 6, 2016.

Job Description
Academic facilitators are responsible for assisting with the planning and implementing of non-classroom academic activities for M-Sci participants as well as assisting with one of the academic courses. The courses to which Academic facilitators may be assigned include Writing, Multidisciplinary Science Gateway and Mathematics. Academic Facilitators need to be flexible and willing to adapt to unique challenges, accepting tasks as they arise and are assigned by supervisors.

Qualifications and Eligibility
Minimum 2.0 cumulative and term GPA. Academic Facilitators must be available to work day and some evening and weekend hours. Academic Facilitators must have a high-level of competency in the course being facilitated as demonstrated by grades in related college coursework. Candidates must be interested in working with students and helping them develop effective learning skills. Candidates should have good leadership, planning, and organizational skills and be reliable, adaptable and conscientious in the performance of duty. Experience with pre-college and pre-freshman programs is desirable but not mandatory.

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-Sci Activities:
   a. M-Sci Opening and Closing Programs;
b. At least 2 recreational activities with the students
3. Attend all class sessions for the assigned course and assist the instructor in class as needed.
4. Evaluate student homework, assist in preparing course materials, and assist in maintaining academic records as requested by the instructor.
5. Serve as a tutor during scheduled times in the residence hall or other designated tutoring area.
6. Assist with emergency situations involving participants.
7. Assist with M-Sci office duties as scheduled.

**Supervision Received**
Course instructors and the M-STEM Academies Director will co-supervise the M-Sci Academic Facilitators.

**Time Commitment**
Approximately 15 hours per week for eight weeks during summer term, from late June to mid-August

**Term of Employment**
June 13 – June 24 Part-time (approximately 15-20 hours per week for staff training)
June 26 - August 6 Full-time (approximately 20 hours per week)

**Compensation**
$12.25/hour