2016 M-Sci Student Life Facilitator Position Description

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
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-Sci participants. In an activity capacity, student life facilitators will have to assist in developing, implementing and supervising activities for SEA/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-Sci Activities:
   a. M-Sci Opening and Closing Programs
   b. All extracurricular activities related to science enrichment, departmental tours, cultural enrichment, social networking, recreation, and career and professional development.
4. Supervise M-Sci 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
M-Sci Student Life Facilitators will be directly supervised by the M-Sci Student Life Coordinator. Additional supervision provided by the Program Director.

Term of Employment
June 13 – June 24 Part-time (approximately 15-20 hours/week for staff training)
June 26 - August 6 Full-time (approximately 40 hours per week)

Compensation
$10.35/hour + room and board during applicable program dates.