2019 M-ENGIN ACADEMIC FACILITATOR

Job Description
Academic facilitators are responsible for assisting an instructor with one or more of the academic courses as well as assisting with implementing some non-academic activities for M-Engin participants. The courses to which Academic Facilitators may be assigned include Computer Programming (Matlab and C++ programming), Introduction to Engineering, and Mathematics (class levels include pre-calculus through integral calculus). Academic Facilitators need to be flexible and willing to adapt to unique challenges, accepting tasks as they arise and are assigned by supervisors.

Qualifications
Eligible candidates must be in academic good standing at time of employment (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.

Duties and Responsibilities
1. Attend Staff Orientation & Training 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. At least two social or 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 (Sun. – Thu. evenings) in the designated tutoring area.
6. Assist with emergency situations involving participants.
7. Assist with M-Engin office duties as needed.

Supervision Received
Academic Facilitators are directly supervised by the M-Engin Academic Support Coordinator, with assistance from the Instructors.

Term of Employment
Orientation & Training
June 20th - June 28th  
Approximately 40 hours total

Program dates:
June 29th - August 10th  
40 hours per week

Compensation
$13.35/hour