2019 M-STEM 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-STEM participants. In an activity capacity, student life facilitators will have to assist in developing, implementing and supervising activities for M-STEM 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-STEM Activities:
   a. M-Sci and M-Engin Opening and Closing Programs
   b. All extracurricular activities related to 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-STEM participants.
4. Supervise M-STEM 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 will be directly supervised by the M-STEM Student Life Coordinator and M-STEM Activities Coordinator

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

Program Dates
June 29th - August 10th 40 hours per week

Compensation
$11.30/hour – including room & board from June 20th – August 11th