2019 M-Sci ACADEMIC FACILITATOR

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/Academic Skills 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 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 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.

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

Program Dates
June 29th - August 10th 20 hours per week

Compensation
$13.35/hour