2020 M-STEM RESIDENTIAL FACILITATOR

Job Description
Residential 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, Residential Facilitators will have to assist in developing, implementing and supervising activities for M-STEM participants during the evenings and weekends. Residential Facilitators need to be flexible and willing to adapt to unique challenges, accepting tasks as they arise and are assigned by supervisors.

Qualifications and Requirements
Eligible candidates must be in academic good standing at time of employment (minimum 2.0 cumulative and term GPA). Residential Facilitators must live in the residence hall during the Summer Program and must be available to work evenings and weekends. Candidates should have good leadership, planning, and organizational skills and be reliable, adaptable, and conscientious in the performance of duty. Possession of a valid driver’s license is preferred, but not required, as there may be instances when Residential Facilitators transport participants in program vehicles.

Duties and Responsibilities
1. Attend Staff Orientation & Training and on-going facilitator meetings.
2. Participate in the planning and implementation of the following M-STEM Activities:
   a. M-STEM Opening and Closing Programs;
   b. All extracurricular activities related to Engineering and science enrichment, 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. Assist with emergency situations involving participants.
6. Assist with M-STEM office duties as scheduled.

Supervision Received
Residential Facilitators are supervised jointly by the M-STEM Academies Residential Coordinator and the M-STEM Academies Activity Coordinator.

Term of Employment
Orientation & Training
June 18th - June 27th
Approximately 40 hours total

Program dates:
June 28th - August 8th
40 hours per week

Compensation
$11.60/hour – including room & board from June 18th – August 9th