M-STEM ACADEMIES
UNIVERSITY OF MICHIGAN

2021 M-STEM ACADEMIC FACILITATOR (On-Campus)

Job Description

Academic Facilitators are responsible for assisting an instructor with one of the academic courses and providing learning assistance during designated times outside of the classroom. 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) Writing/Academic Skills and Multidisciplinary Science Gateway courses. 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

Eligible candidates must be in academic good standing at time of employment (minimum 2.0 cumulative and term GPA). 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 facilitator meetings throughout the duration of the program.
2. Participate in the planning and implementation of the following M-STEM Activities:
   a. M-STEM 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-STEM office duties as scheduled.
8. Must adhere and comply with all University, County, and State COVID-19 regulations.

Supervision Received

Academic Facilitators are supervised by the assigned instructor and the M-STEM Academies Management Team.

Term of Employment

<u>Orientation & Training</u>

June 14th – June 25th	Approximately 40 hours total

<u>Program dates:</u>

June 26th – Opening Program	2:00 pm – 4:00 pm EDT
June 28th - August 7th	40 hours per week

Compensation

$14.10/hour – June 14th – August 7th