

2021 M-STEM ACADEMIC FACILITATOR (Virtual)

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

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 M-STEM Opening and Closing Program.
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 study times (Sun. – Thu. evenings).
6. Assist with other M-STEM duties as needed.

Supervision Received

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

Term of Employment

Orientation & Training

June 14th – June 25th

Approximately 40 hours total

Program dates:

June 26th – Opening Program

2:00 pm – 4:00 pm EDT

June 28th - July 31st

20 hours per week

Compensation

\$14.10/hour – June 14th – July 31st