

## **2021 M-STEM STUDENT LIFE FACILITATOR (On Campus)**

### ***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 summer programs and/or residence hall positions
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-STEM 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.
8. Must adhere and comply with all University, State and County COVID-19 regulations.

### ***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 14<sup>th</sup> – June 27<sup>th</sup>                      Approximately 40 hours total

#### **Program Dates**

June 28<sup>th</sup> - August 7<sup>th</sup>                      40 hours per week

### ***Compensation***

\$12.00/hour – including room & board from June 14<sup>th</sup>– August 7<sup>th</sup>