2016 SEA/M-Engin ACADEMIC FACILITATOR

Job Description
Academic facilitators are responsible for assisting with the planning and implementing of non-classroom academic activities for SEA/M-Engin participants as well as assisting with one of the academic courses. The courses to which Academic facilitators may be assigned include Computer Programming, Engineering Concepts, Mathematics and Technical Communication Skills. 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 CEDO 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 SEA/M-Engin Activities:
   a. SEA/M-Engin Opening and Closing Programs;
   b. At least 2 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 SEA/M-Engin office duties as scheduled.

Supervision Received
Academic Facilitators are directly supervised by the SEA or M-Engin Curriculum Coordinators, with assistance from the SEA Instructors in both cases.

Terms of Employment
SEA Academic Facilitators:
June 6 - June 17 Scheduled (20-30 hours per week)
June 19 - August 5 Scheduled (30- 40 hours per week)

M-Engin Academic Facilitators:
June 6 - June 17 Scheduled (15-25 hours per week)
June 19 - August 5 40 hours per week