2016 SEA/M-Engin 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 SEA/M-Engin participants. In an activity capacity, residential facilitators will have to assist in developing, implementing and supervising activities for SEA/M-Engin 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.

Requirements
1. Residential Facilitators must live in the residence hall during the Academy session.
2. Residential 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 the Center for Engineering Diversity and Outreach Office pre-college and pre-freshman programs.
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 SEA/M-Engin Activities:
   a. SEA/M-Engin Opening and Closing Programs
   b. All extracurricular activities related to engineering, science enrichment, departmental tours, cultural enrichment, social networking, recreation, and career and professional development.
3. Assist with move-in and move-out procedure for SEA/M-Engin participants.
4. Supervise SEA/M-Engin 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.

Supervision Received
Residential Facilitators are directly supervised by the Residential Coordinator of SEA or M-Engin.

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

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