2018 SEA Academic Facilitator

Job Description
Academic Facilitators are responsible for assisting with the planning and implementing of non-classroom academic activities, as well as, assisting instructors in the classroom during the academic courses. Academic Facilitators need to be flexible and willing to adapt to unique challenges, accepting tasks as they arise.

Requirements
1. Academic Facilitators must have a high-level of competency in the course being facilitated as demonstrated by grades in related college coursework.
2. Academic Facilitators must be available to work day and some evening and weekend hours.
3. Academic Facilitators must have good leadership, planning, and organizational skills.
4. Academic Facilitators must have proficient verbal and written communication skills.
5. Academic Facilitators must be reliable, adaptable and conscientious in the performance of duty.
6. Academic Facilitators must currently be enrolled and in good standing at an accredited college or university.

Desired Qualifications
1. Experience with the Center for Engineering Diversity and Outreach Office pre-college programs.
2. Valid driver’s license.

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 Activities:
   a. SEA Opening and Closing Programs.
   b. Recreational activities with the participants.
3. Attend all class sessions for the assigned course(s) and assist the instructor in class as needed.
4. Evaluate student homework, assist in preparing course materials, and in maintaining academic records as requested by the instructors.
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 office duties as needed.

Supervision Received
Academic Facilitators are directly supervised by the SEA Curriculum Coordinators

Terms of Employment
June 11 - June 15       Scheduled (20-30 hours per week)
June 17 - August 6      Scheduled (30- 40 hours per week)

Compensation Range
$3,200 - $3,700