2018 SEA Residential Facilitator

Job Description
Residential Facilitators are responsible for the orientation and supervision of participants in the residence hall, as well as, assisting with the planning and implementing of non-classroom activities during the evenings and weekends. Residential Facilitators need to be flexible and willing to adapt to unique challenges, accepting tasks as they arise.

Requirements
1. Residential Facilitators must live in the residence hall during the SEA sessions.
2. Residential Facilitators must be available to work evening hours and weekends.
3. Residential Facilitators must have good leadership, planning, and organizational skills.
4. Residential Facilitators must have proficient verbal and written communication skills.
5. Residential Facilitators must be reliable, adaptable and conscientious in the performance of duty.
6. Residential 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. 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 participants.
4. Supervise 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 SEA office duties as needed.

Supervision Received
Residential Facilitators are directly supervised by the Residential Coordinator of SEA.

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
$3,000 - $3,500 plus room and board.