2019 Engineering OnRamp Academic Facilitator

Job Description
Academic facilitators are responsible for assisting with the planning and implementation of Engineering OnRamp (EO) academic activities (inside and outside of the classroom). 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 excellent oral 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, facilitator training sessions, and meetings.
2. Participate in the planning and implementation of the following EO Activities:
   a. EO opening and closing programs, and inventory management.
   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 EO office duties as needed.

Supervision Received
Academic facilitators are directly supervised by the EO curriculum coordinators

Terms of Employment
June 19 - July 2  
Scheduled (20-30 hours per week)
July 5 - August 11  
Scheduled (30- 40 hours per week)

Compensation
The compensation for this position is $3,850 to be paid in two installments. As an academic facilitator, you will be responsible for working for the entire term of employment listed above.

APPLY NOW