2019 Engineering OnRamp 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 EO sessions.
2. Residential facilitators must be available to work evening hours and weekends with some daytime responsibilities as needed.
3. Residential facilitators must have good leadership, planning, and organizational skills.
4. Residential facilitators must have excellent oral 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, facilitator training sessions, and on-going facilitator meetings.
2. Participate in the planning and implementation of the following EO Activities:
   a. EO opening and closing programs, and inventory management.
   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 EO office duties as needed.

Supervision Received
Residential facilitators are directly supervised by the residential coordinator of EO.

Terms of Employment
June 19 - July 2
July 5 - August 12

Scheduled (20-30 hours per week)
Scheduled (30-40 hours per week)

Compensation
The compensation for this position is $3,200 plus room and board to be paid in two installments. As a residential facilitator, you will be responsible for working for the entire term of employment listed above.

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