



2024 M-STEM ACADEMIC FACILITATOR

Job Description

Academic facilitators are responsible for assisting an instructor with one or more of the academic courses and providing learning assistance during designated times outside of the classroom. Academic facilitators will also be required to assist with some non-academic activities for M-STEM participants. The courses to which Academic Facilitators may be assigned include Computer Programming (Matlab and C++), Introduction to Engineering, Mathematics (class levels include pre-calculus through integral calculus), Pathways to Success, and Multidisciplinary Science Gateway course. Academic Facilitators need to be flexible and willing to adapt to unique challenges, accepting tasks as they arise and are assigned by supervisors.

Qualifications

Eligible candidates must be in academic good standing at time of employment (minimum 2.0 cumulative and term GPA). Academic Facilitators must be available to work day and some evening and weekend hours. Academic Facilitators must have a high-level of competency in the course being facilitated as demonstrated by grades in related college coursework. Candidates must be interested in working with students and helping them develop effective learning skills. Candidates should have good leadership, planning, and organizational skills and be reliable, adaptable, and conscientious in the performance of duty.

Duties and Responsibilities

1. Attend Staff Orientation & Training and on-going facilitator meetings throughout the program.
2. Participate in the planning and implementation of the following M-STEM Activities:
 - a. M-STEM Opening and Closing Programs;
 - b. At least **two** social or recreational activities with the students
3. Attend all class sessions for the assigned course and assist the instructor in class as needed. (*Please see second page for class meeting times.*)
4. Evaluate student homework, assist in preparing course materials, and assist in maintaining academic records as requested by the instructor.
5. Serve as a tutor during scheduled times (Sun. – Thu. evenings) in the designated tutoring area.
6. Assist with other M-STEM duties as needed.

Supervision Received

Academic Facilitators are supervised by the assigned instructor and the M-STEM Academies Management Team.

Term of Employment

Orientation & Training

June 13th - June 21st

Approximately 40 hours total

Program dates:

June 23rd – July 27th

40 hours per week

Compensation

\$17.50/hour



2024 M-STEM Academies Courses and Schedule

M-Sci Academy classes:

8:30 am – 11:30 am	Monday – Thursday	Intro. to Univ. Science – Chemistry
8:30 am – 11:30 am	Monday – Thursday	Intro. to Univ. Science – Computer Science (C++)
1:00 pm – 2:30 pm	Monday – Thursday	Pathways to Success
2:45 pm – 4:15 pm	Monday – Thursday	Mathematics

M-Engin Academy classes:

8:30 am – 10:00 am	Monday – Thursday	Intro. to Engineering (“Crossing the Boundary”)
10:15 am – 11:45 am	Monday – Thursday	Intro. to Computer Programming (Matlab)
2:45 pm – 4:15 pm	Monday – Thursday	Mathematics

Math Supplemental Instruction sessions, facilitated by Math Academic Facilitators

6:30 pm – 8:00 pm Sundays & Wednesdays

Evening Study Sessions, facilitated by all Academic Facilitators

8:00 pm – 10:00 pm Monday - Thursday