

Seminar XL - Facilitator Position Description

MIT Office of Minority Education (OME)

Job Description

Seminar XL Facilitators lead 90 minute group sessions twice a week in a subject which the facilitator has attained an “A” grade. Groups are made up of 4-6 students who are taking the regular lecture class and sign up for Seminar XL to hone their group study skills and problem solving techniques. Facilitators are trained and expected to maintain a positive group learning environment as students work together to solve problems.

Job Responsibilities

- o Attend a Training Session at the beginning of the term and Monthly Check-in meetings as required by the OME staff (Returning and New Facilitators will attend separate training sessions)
- o Meet with assigned group **2 times a week for 90 minutes each** throughout the entire semester and being each session promptly at scheduled time
- o Prepare for each session by reviewing the weekly worksheet problems and solutions that will be discussed during each session
- o Take attendance at EVERY session and maintain attendance tracking for each student in your assigned group and notify the OME if a student is habitually late and/or absent
- o Maintain a positive group learning environment
- o Submit weekly payroll hours by 8:30 am on Mondays
- o Complete and submit a “Final Grade Form and Evaluation” for each student at the end of the semester
- o Promptly notify the Seminar XL Coordinator of any changes to group meeting days, times and locations
- o Other duties as requested by Seminar XL staff

Job Qualifications

- o Must have completed particular class and received an “A” for subject seeking to facilitate
- o Current MIT upper-classmen and graduate students preferred
- o Has experience in being a Teaching Assistant, tutoring, and/or mentoring students
- o Experienced in and/or desires to work with students of diverse backgrounds
- o Exhibit excellent level of responsibility, reliability, and punctuality
- o Exhibit appropriate and professional behavior at all times

Hours and Wages

Facilitators are assigned a group according to student demand. All Facilitators are expected to meet with their group two times a week for 90 minutes each. In addition, Facilitators are paid an extra hour each week for prep time. This amounts to a total of 4 hours on a weekly basis.

Hourly pay: \$16 for undergraduates and \$18 for graduates

How to Apply

Interested candidates – both Returning and New - can apply online through the OME website at <http://ome.mit.edu/programs-services/seminar-xl-facilitatorsr-tutor-application>. Contact the Seminar XL Academic Director or Program Coordinator at 617-253-5010, if you have any questions about the position.