MESA Academic Excellence Workshop (AEW) Facilitators Job Description

1) Attend training session prior to beginning facilitation

2) Prepare for AEW
   - Consult with course instructor
   - Collect class syllabus and homework assignments
   - Ask about Web Assign access

3) Set appropriate tone for AEW at the beginning of the semester
   - Assume responsibility for student achievement and for developing a motivating atmosphere
   - Learn participant's names and majors
   - Assist in the "getting acquainted" process
   - Establish a standard of excellence
   - Project optimism, caring, approachability, and expertise
   - Plan for variations in format

4) Schedule weekly meetings with course instructor(s)
   - Identify areas of student difficulty/course emphasis
   - Learn exam and quiz schedule
   - Discuss participant's area(s) of difficulty

5) Meet regularly with other AEW personnel
   - Attend monthly facilitator's meetings
   - Report and discuss AEW progress with MESA AEW Supervisor
   - Assume primary responsibility for communication with Supervisor regarding student progress
   - Share experiences with other facilitators
   - Be prepared for unexpected guests at any time

6) Prepare worksheets
   - Integrate review material with new material
   - Stretch student capabilities
   - Use word problems whenever possible
   - Build confidence by progressing from routine to more difficult

7) Keep AEW running smoothly
   - Turn in worksheets right after workshop!!!
   - Promote sense of community and encourage effective communication
   - Identify student strengths and areas of needed improvement, and encourage mutual assistance through appropriate grouping
   - Be sensitive to student problems and refer to appropriate resource for assistance
   - Keep accurate student attendance records and quickly report absences to Supervisor
   - Be aware of student performance, especially on exams, and follow through as appropriate
   - Invite student suggestions regarding worksheets, format, level of difficulty, etc.

8) Bring the workshop to effective closure
   - Prepare for finals: content and psychology of...
   - Participate in evaluation of AEW
   - Assist with the collaboration of statistics on student performance
   - Promote participation in subsequent AEWs as appropriate

Required skills and abilities:
- excellent interpersonal skills
- organization
- record keeping
- understanding of learning styles
- dependability
- patience
- resourcefulness
- adaptability