

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