

Job Description for:  
**MESA Academic Excellence Workshop (AEW) Facilitators**

- 1) *Attend training session prior to beginning facilitation*
- 2) *Prepare for AEW*
  - Contact participants
  - Consult with course instructor
  - Collect pertinent reference/resources
- 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 weekly facilitator's meetings
  - Report and discuss AEW progress with MESA Director
  - Assume primary responsibility for communication with Director 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*
  - 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 Director
  - 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