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