**ON CAMPUS EMPLOYMENT OPPORTUNITY**

**WORKSHOP FACILITATOR JOB DESCRIPTION**

**Program Information**
Supplemental Workshops in Math (SWM) has been at Cal Poly since 1988. Its purpose is to enhance concept mastery and promote collaborative learning in challenging lower division classes which often have a D/F rate >20% with the intent of increasing student success and pass rates. Upper division peer facilitators lead weekly workshops for classes in mathematics ranging in difficulty from pre-calculus to linear algebra.

**Facilitator Profile**
- Currently enrolled Cal Poly student in good standing with a cumulative GPA of 3.0 or greater;
- Has taken the class and earned a final grade of at least B+ or can demonstrate equivalent qualification
- Two positive recommendations from Cal Poly professors;
- Interest and ability to work with peers in small collaborative group settings;
- Engage and interact with others regardless of culture, socio-economic level, gender, ethnic origin, etc.

**General Duties**
- **Group Leadership** – attend lectures, take notes, and prepare lesson plans weekly. Lead a workshop twice weekly for two hours (total: 4 hours per week). Meet with lecture professor weekly. Develop worksheets, practice quizzes/exams and games to aid students in concept mastery. Take roll at all workshop sessions. Administer program assessment at end of quarter. Assigns final grades of CR/NC.
- **Meetings** – attend weekly staff meetings on Thursdays from 11 AM to noon.
- **Training** – complete the Instructional Student Assistant Training within two quarters of hire.
- **Expectations** – arrive for your group on time; be knowledgeable in the subject you are facilitating; submit all program paperwork (roll sheets, evaluations, etc.) in a timely fashion; attend and actively participate in weekly staff meetings; conduct yourself in a professional manner at all times.
- **Time Commitment** - Each facilitator is expected to work 13-14 hours each week as follows:
  - 1 hour - weekly staff meeting
  - 1 hour - weekly meeting with professor
  - 4 hours - weekly preparation time (creating worksheets, answer sheets, etc.)
  - 4 hours - attend all lectures
  - 4 hours - two 2-hour workshop sessions

**Essential Qualities and Approaches**
A facilitator should promote a sense of community, encourage communication, and strengthen collaboration. Creativity along with the courage to try innovative ideas will prove invaluable. “Thinking on your feet” and responding with an open mind are essential. Respect for students’ ideas, individuality, mistakes, and growth are necessary to establishing and maintaining rapport. Offer support and accept feedback when appropriate.

**Salary** – Starting salary is $12.00/hr. Completion of ISA training is required.

**Program Training**
If the applicant meets position selection requirements during the interview, he or she will need to partake in a paid training program prior to beginning his or her first quarter as a facilitator. If during training, a candidate does not demonstrate the qualities and commitments for the position, then the offer may be rescinded.

**Supervisor:** Trevor Forzetting, Coordinator
**Office:** Academic Skills Center – Kennedy Library, Room 112
**Phone/email:** 805-756-5788 • swm@calpoly.edu

**Application Process**
1. Complete the application using MS Word and send to SWM@calpoly.edu. (Do not submit as a PDF.)
2. Email the recommendation form to two Cal Poly professors. They will complete and return separately.
3. When we receive your application, we will advise you if a position is open. If there are no current openings, your application will be kept on file for future consideration.

*Sponsored by Student Academic Services ~ Student Affairs Division*