ON CAMPUS EMPLOYMENT OPPORTUNITY

WORKSHOP FACILITATOR JOB DESCRIPTION

Program Information
Supplemental Workshops in Science (SWS) has been at Cal Poly since fall 1991. 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 biology, chemistry, physics, and business statistics.

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;
- Engages and interacts 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 two workshops twice weekly for 1.5 hours (total: 6 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 Tuesdays from 11 AM to noon.
- Training – complete the Instructional Student Assistant (ISA) 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 spend 16 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
  - 6 hours – four, 1.5-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 per hour. 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 18-hour training 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
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Application Process
1. Complete the application using MS Word and send to SWS@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.

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