



MESA AEW Facilitator Application

Pay rate is \$13.50 per hour (2020), Increases to \$15.00 1 Jan, 2021

The MESA Program at Highline College provides academic enrichment programs for **Underrepresented, First Generation, Low Income Students** in STEM (Science, Technology, Engineering, and Math) who intend to transfer to 4-year institutions. MESA provides academic support, professional development, advising, counseling, networking and community building activities.

Broad Scope and Function:

An Academic Excellence Workshop (AEW) is a small community of students working collaboratively to master course material with the guidance of a facilitator. The AEW is designed to give students the opportunity to enhance their learning experience for a particular course. The facilitator for an AEW is trained to develop exercises that foster debate on key elements that have historically given students difficulty and impeded the learning process. As a result of this interaction the students gain both a sense of connectedness and the development of their own learning community.

Duties and Responsibilities:

- 1)Mandatory attendance prior to conducting any official MESA AEW duties.
 - MESA AEW Facilitator Training
 - Student Engagement Training
 - Zoom Training

- 2)Prepare for AEWs
 - Contact participants
 - Consult with course instructor
 - Collect pertinent reference/resources

- 3)Set appropriate tone for AEWs 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
 - Display optimism, caring, approachability, and expertise
 - Plan for variations in format (Zoom, Email, Telephone)

- 4)Schedule weekly meetings (Zoom, Skype or Telephone) with course instructor(s)
 - Identify areas of student difficulty/course emphasis



- Learn exam and quiz schedule
- Discuss participant's area(s) of difficulty
- Get access to Canvas for assigned course

5) *Meet regularly with AEW Lead and/or MESA Staff*

- Attend weekly facilitator's meetings
- Report and discuss AEW progress and best practices with MESA Staff
- Assume primary responsibility for communication regarding student progress
- Share best practices/lessons learned with other facilitators
- Be prepared for unexpected guests at any time

6) *Prepare worksheets*

- Review new material, identify areas requiring updates
- Challenge students critical thinking skills
- Use word problems whenever possible
- Build confidence by progressing from routine to more difficult

7) *Keep AEWs running smoothly*

- Promote a sense of community
- Encourage effective and active communication
- Identify student strengths and areas of improvement
- Be familiar of various learning styles and adjust when necessary
- Refer students to appropriate resources for assistance when distress is observed
- Keep accurate student attendance records
- Monitor student performance, especially on exams and follow through as appropriate
- Two-way communication is key, solicit feedback and suggestions with worksheets, format, level of difficulty, etc.

8) *Bring workshops to a close effectively*

- Prepare students for finals: identify areas in need/or concern for additional practice
- Participate in evaluation of AEWs
- Assist with the collaboration of statistics on student performance
- Recommend participation in subsequent AEWs as appropriate



Minimum Requirements:

1. Minimum 3.5 in discipline being facilitated. (Can only be waived by MESA Director)
2. Minimum 3.0 Cumulative GPA. (Can only be waived by MESA Director)
3. A copy of your transcript
4. The ability to handle multiple tasks in a responsible and reliable manner.
5. The ability to communicate effectively with a wide range of students.
6. Respect for the goals and experiences of a diverse group of students, staff, and faculty, including but not limited to age, gender, race, ethnicity, and national origin.
7. Consistently high standards of ethical conduct working with students, staff, and faculty.
8. Excellent leadership, organizational skills, and professional conduct.
9. Ability to prioritize success of students' participation in workshops

Desired Skills and Abilities:

1. Excellent Interpersonal Skills
2. Organization
3. Record Keeping
4. Understanding of Learning Styles
5. Dependability
6. Patience
7. Resourcefulness
8. Adaptability



PLEASE COMPLETE ALL INFORMATION BELOW.

Last Name: _____ First Name: _____

Student ID#: _____ Phone #: _____

Highline Email: _____

List all that apply: MESA _____ TRiO _____ Honors _____ Umoja/Puente/AANAPISI _____

International Student: Yes _____ No _____ Major: _____

AEW Class/Subject Facilitating: _____ GPA: _____

Anticipate date of transfer or graduation: _____

Financial Aid Eligible: Yes _____ No _____ (not required for employment with MESA)

Do you have a Social Security Card: Yes _____ No _____

Currently enrolled in classes at Highline: YES _____ No _____

Today's Date: _____

Applicants Signature: _____

Approved: _____ Disapproved: _____

MESA Director Signature: _____ Date: _____