

On-Campus Job Description



To apply: Go to https://wenatcheevalleycollege.formstack.com/forms/career_services to submit your information to see if you are eligible for funding.

Job Title Code:	AEW facilitator - Science course
Department/Location	MESA/ EFS3016
Rate of pay	\$15.61 an hour
Supervisor	Dr. Karina Vega-Villa, x 6583
Duties and Responsibilities	<ul style="list-style-type: none"> • Attend daily classes for assigned Science section: Chemistry or Physics • Meet weekly with faculty to develop worksheets for Academic Excellence Workshops (AEW) sessions • Lead AEWs twice a week with students in Science course • Maintain accurate timesheets and update Canvas AEW site • Make general referrals to college services, supports, and resources • Notify MESA staff and/or faculty of questions or concerns regarding student academic performance • Attend meeting monthly with MESA staff • Other duties as assigned
Minimum Qualifications	<ul style="list-style-type: none"> • Excellent level of responsibility, reliability, and punctuality • Basic knowledge of campus resources • Facilitator must have completed the class and have good knowledge of the subject matter • Be familiar with curriculum taught in facilitated course • All WVC employees must obtain COVID vaccination or submit a medical or religious exemption
Educational Benefit	<ul style="list-style-type: none"> • Strengthen interpersonal skills and ease in relating to people from varying educational, cultural, and social backgrounds • Professional development • Teaching and leadership skills

2/28/2019 (AO)

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