

Job Description/Qualifications:

	Staff Facilitator	Peer Facilitator
Qualifications/ Special Skills & Compensation	<ul style="list-style-type: none">Enthusiastic about participating in a shared learning experience with students and Co-Facilitator in a non-traditional classroom environment	
	<ul style="list-style-type: none">Master's degree1-3 years experience working with college studentsKnowledge of and experience with the RIT communityIf employed by RIT, must be an exempt employee Pay: \$1860 for one section \$3145 for two sections	<ul style="list-style-type: none">Minimum 2.6 cumulative GPABe in good standing with Student Conduct and Conflict ResolutionFull-time registered RIT undergraduate studentKnowledge of and experience with the RIT community Pay: \$1030 for one section
Job Description	<ul style="list-style-type: none">With your assigned class section of 24-26 students:<ul style="list-style-type: none">Co-facilitate a dialogue process through a Plan-Do-Reflect experiential learning cycle for 14 class meetings of 50 minutes, once per weekParticipate in active learning experiences hosted by campus partnersProvide one-on-one ½ hour coaching sessions with each studentAttend, participate, and co-facilitate a community building session during the week prior to the start of classesProvide support as needed to execute experiential activities within the courseMeet weekly with your Co-Facilitator to coordinate shared facilitation and administrative dutiesTimely completion of administrative duties including completing coaching appointment notes, grading, early alert reporting, and other administrative communicationsProvide additional administrative and class support as needed	
Training Requirements	<ul style="list-style-type: none">Attend 2 days of training or the equivalent (16 hours) prior to the start of Fall semester classes (You will be notified of the timeline during the interview and hiring process)Attend required 1-hour team meetings every other week during the Fall semester <p>Please note: Training requirements will occur between March and continuing through the weekend before classes (late August). Specific dates and requirements will be shared in the position offer letter.</p>	
Contact the Year One Programs team at yop@rit.edu with any questions		

Time Commitment Breakdown:

Task	Location	Hours/semester	Hours/week
Training	TBD*	2 days or equivalent (16 hrs)	April - August: Various sessions totaling 6-8 hrs, multiple offerings to choose from Orientation Week: August 17th - 21st <ol style="list-style-type: none"> 1) 2 hrs as assigned, before or after Liftoff! session 2) One full day training session (date TBD) from 9am-5pm (8 hrs)
RIT 365 Liftoff!	On-campus	3 hrs	One 2-3 hr session during Orientation Week (August 17th - 21st) as assigned
Bi-Weekly Facilitator Meetings	TBD*	8 hrs	1 hr/every other week
Coaching	On-campus or virtually	12-13 hrs	1 hr (Meetings with each student throughout the semester, 24-26 students per section, 30 minutes each)
Class planning with Co-Facilitator	On-campus or virtually	14 hrs	1 hr
Class Facilitation	On-campus	14 hrs	1 hr (1 class/week, 50 minutes per section)
Super Speaker Event	TBD*	1 hr	One time event
Administrative tasks (grading, student follow-up, coaching notes, etc.)	On-campus or virtually	7.5 hrs	.5 hrs
Total		75.5-76.5 total hours	4-5 hrs per week while class is in session

** These events may be in-person or virtual, depending on circumstances surrounding COVID-19 and campus regulations at that time. If hired, specific details will be shared with Facilitators closer to the date of the event. We ask that Facilitators please remain flexible. We appreciate your patience and understanding.*