

FERRIS STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES
POSITION DESCRIPTION

POSITION TITLE:	Structured Learning Assistance Facilitator	Page <u>1</u> of <u>2</u>
SUPERSEDES:	New	
EFFECTIVE DATE:	July, 2004	
DEPARTMENT(S):	University College	
F.L.S.A.:	Exempt - Other	
GROUP:	Part-Time Sup. Faculty Other (Non-Credit Producing)	

I. **SUMMARY OF FUNCTION:** Organize and facilitate weekly SLA workshops, including: clarifying course concepts, incorporating study skills, generating notes from course lecture/lab, preparing workshop materials, meetings with course faculty, meetings with the Program Coordinator, adhering to program policies, and keeping appropriate workshop records as instructed.

II. **CHARACTERISTIC DUTIES** include the following. Other duties may be assigned.

Essential

1. Facilitate 3-4 hours of structured workshops each week, incorporating the duties as listed above in the Summary of Functions.
2. Facilitate development study skills as applied to specific course content.
3. Attend lecture as related to specific workshop(s) and lab(s) as applies.
4. Prepare practice materials and worksheets.
5. Meet with the professor(s) weekly for workshop communication and feedback.
6. Attend monthly SLA staff meetings with Program Coordinator.
7. Maintain workshop attendance records.
8. Uphold the facilitator Code of Conduct.
9. Maintain appropriate correspondence with students regarding workshop information.

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10. Maintain a professional working environment in the classroom and facilitator's office.
11. Accurately record telephone messages for other facilitators.

III. **RESPONSIBILITIES:** Reports directly to the SLA Program Coordinator. Responsible for maintaining the confidentiality of designated information. Performs all duties in compliance with applicable University policies and procedures and state and federal requirements.

IV. **SUPERVISORY RESPONSIBILITIES:** Supervises workshop tutors (if assigned).

- V. **REQUIRED QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Any equivalent combination of education, training and experience, which provides the required knowledge, abilities and skills, may be considered. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Skills

Minimum: Two years of college, **or** an Associate Degree, **or** Comparable work-related experience in subject area, **or** Teaching, training or tutoring experience. Excellent public speaking and communication skills. Good time management and organizational skills. Ability to enforce program rules and policies. In depth knowledge of subject material.

Preferred: Bachelor's Degree, **or** Upper-level BS student in subject content area with over 3.5 GPA. Experience with SLA workshops.

Ability to:

- 1.) Interact successfully with faculty, students, and staff from a diverse population.
- 2.) Meet deadlines in a timely manner.
- 3.) Model professional behavior and skills commonly attributed to successful students.
- 4.) Maintain an organized course/workshop notebook.

Work Experience

Minimum: Two years or college or related relevant work experience.

- VI. This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of this position. It is not intended to limit or in any way to modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular illustration shall not be used to exclude non-listed duties of similar kind or level of difficulty.

HR AUTHORIZATION: _____ (signed version on file) _____ DATE: _____ 7/16/04 _____