



Summer Discovery

Career Accelerator Facilitator Position Description

Summer Discovery is seeking to hire subject matter experts to serve as course facilitators for our Summer 2022 Career Accelerator programs for high schoolers. The Course Facilitator is responsible for serving as the primary classroom coordinator with support from the academic lecturer to implement course material on-campus at one of four university locations. A fully developed course curriculum will be provided by Summer Discovery Academics and the course facilitator will receive extensive training to ensure quality delivery of an experiential and engaging project-based course. Leading up to the start of the program, you will regularly consult by phone, email, or video conference with the curriculum advisor, academic lecturer, and Summer Discovery Academics team to ensure you are fully equipped with the necessary resources to deliver an informative and inspiring pre-college experience.

Each summer, Summer Discovery offers motivated middle and high school students the opportunity to experience life and academics on a college campus. Our dynamic programs provide motivated students opportunities to learn more about a subject area of their interest, explore their future careers, and meet like-minded peers. Students attend classes taught by qualified pre-college instructors, subject matter experts and industry professionals and gain hands-on learning experience through classroom activities. Our mission is to provide the best experiential, university-based summer programs that positively change students' lives academically and beyond.

Subjects

- Hands-on Engineering
- Game Design & Coding
- Medicine
- Entrepreneurship in the Metaverse

Locations

- Haverford University-Haverford, PA
- New York University-NY, NY
- UC Berkeley-Berkeley, CA
- UNC Chapel Hill-Chapel Hill, SC
- University of Maryland-College Park, MD

Duties & Responsibilities

- Oversee and coordinate classroom implementation of course curriculum for 8 hours per day for 7 days of instruction
- Provide significant guidance and support to the academic lecturer to lead course components including lecture, hands-on activities, and project-based learning
- Oversee course assistants to communicate support needs in the classroom
- Collaborate with academic lecturer and course assistants to identify any academic curriculum quality issues during instruction and communicate clear and timely program updates to the Academic Site Administrator and Director of Academics
- While on campus, work closely with the academic lecturer and Academic Site Administrator to communicate classroom support and resource needs in a timely fashion
- In collaboration with the academic lecturer, responsible for managing course-specific materials and activities through Canvas learning management system, including timely provision of course content, activities, assignments, assessments, and established course materials
- Meet with the Curriculum Advisor, EdTech Coordinator, Academic Coordinator, Director of Academics and academic lecturer before program implementation to discuss coordination needs and expectations for in-class activities and instruction

- Attend training with the Curriculum Advisor, EdTech Coordinator, Academic Coordinator and Director of Academics to review curriculum, classroom expectations and course delivery expectations

Knowledge, Skills and Abilities

- Demonstrated success in undergraduate or high school instruction
- Skill in organizing resources and establishing priorities
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- Strong interpersonal skills and ability to deal effectively in a team environment
- Advanced verbal and written communication skills and the ability to present effectively to small and large groups
- Ability to thrive in an organization that values the diversity of its student body and workforce and actively promotes equity and inclusion
- Ability to manage and coordinate assignments to meet deadlines while maintaining attention to detail.
- Ability to work independently to complete assignments

Qualifications

- Bachelor's degree required
- MA, PhD, or terminal degree (or current students thereof) at an accredited institution in an appropriate area of specialization
- Subject matter expertise in the course subject area
- 3-5 years of experience as an undergraduate instructor or teaching assistant; high school teaching experience preferred
- Appropriate combination of relevant education, industry experience, and certifications may be considered.
- Experience with project-based learning and instruction
- Available to commute daily to campus at one of five university locations; availability to teach up to three back-to-back programs
- Must be at least 21 years of age and be eligible to work in the US
- Proficiency in MS Office, Google Docs, and online learning platforms, Canvas LMS preferred

Contract compensation is commensurate with qualifications and relevant experience.

This is a seasonal summer position and requires ability to commute daily to one of 5 designated campuses for a minimum of 9 and a maximum 28 days.