



Summer Scholars Online Course Facilitator Position Description

About Us

The Office of Pre-College Programs enrolls over 1000 domestic and international high school students in academic programs on the University of Notre Dame's campus and at the Notre Dame Global Gateways/Centers in Ireland and Italy as well as our new destination, South Africa. These Pre-College programs are designed to mirror the Notre Dame undergraduate experience, starting with the competitive application process. Exceptional students are admitted to college level academic tracks and seminars, and have numerous opportunities to explore campus, engage in community service, and learn from a diverse group of peers all in an independent and somewhat structured environment.

Description

Summer Scholars students are managed by Pre-College ND faculty and staff and are supervised by a team of Course Facilitators. Course Facilitators are expected to be engaged with the students online during the program. Course Facilitators are integral to the success of Summer Scholars Online because they:

- Ensure online communication with and between minors is completed according to the University's Children's Protection Policy.
- Assist with facilitating extracurricular activities and events.
- Serve as a resource, mentor, role model, authoritative figure, and University representative.
- Support, enforce, and abide by all University and Pre-College Program regulations and policies.
- Virtual Classroom support.

Qualifications

Education: Current or former University of Notre Dame or Saint Mary's College undergraduate or graduate student.

Experience: Must have a demonstrated interest in working with rising high school sophomores and juniors in a college environment. Student leadership experience is preferred but not required. Must be capable of working with limited direction as well as the ability to work cooperatively to coordinate events and planned activities.

Other: Must maintain a positive and professional demeanor. Must be comfortable with daily contact with faculty,

staff, administrators, and students. Excellent interpersonal and communication skills are required.

Class Responsibilities

- Participate in, and contribute to assigned course during scheduled periods.
- Facilitate group discussion and projects with Summer Scholars students during and outside of class time.
- Advise students on success strategies using the online tools provided by Notre Dame.
- Support assigned faculty member with various other tasks related to coursework as requested.

Counseling Responsibilities

- Serve as a mentor and adult online presence to students, offering advice and personal support as needed.
- Regularly report maintenance, security, health, and safety issues or concerns to Pre-College staff.
- Maintain availability for the duration of the program.
- Develop and execute community building activities.

Administrative Responsibilities

- Support and enforce University and Office of Pre-College Programs' policies and procedures, including the University Protection of Children's Policy.
- Assist participants in accepting personal responsibility for their actions and demonstrating respect for the rights of others.

Other Responsibilities

- Participate in and contribute to assigned committees.
- Attend training and committee meetings as scheduled.
- Participate in end-of-program evaluation.

Conditions of Employment

- Course Facilitators are expected to be available for the duration of the program (July 18th-29th, 2022). Training and orientation will be scheduled prior to the program start date.
- Course Facilitators are **not** permitted to hold other employment positions **or** conflicting obligations while serving in this position without prior approval.

Compensation

Course Facilitators will be paid an hourly rate as defined in their Offer Letter.

Schedule and Hours

Course Facilitators will assist in classes from 11:00am-1:00pm and 3:30-5:30pm EST M-F during each session. Daytime, evenings, weekends, and on-call availability required, including program orientation. This role projects 80 total hours for each session.

Supervision

Course Facilitators report directly to the Senior Program Director, Domestic Programs and receive further supervision from the Pre-College Programs Director.

2021 Application Timeline

Applications open – September 27, 2021.

Applications close - February 28, 2022.

Early submissions are strongly encouraged as we hire on a rolling basis.

If invited to interview, applicants will receive a decision within 10 business days after the interview.

Posting Detail Information

The University of Notre Dame seeks to attract, develop, and retain the highest quality faculty, staff and administration. The University is an Equal Opportunity Employer, and is committed to building a culturally diverse workplace. We strongly encourage applications from female and minority candidates and others that will enhance our community. Moreover, Notre Dame prohibits discrimination against veterans or disabled qualified individuals, and requires affirmative action by covered contractors to employ and advance veterans and qualified individuals with disabilities in compliance with 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a).