



TELLURIDE ASSOCIATION

Factotum Job Description Summer 2017

The Telluride Association Sophomore Seminar (TASS) and Telluride Association Summer Program (TASP) are free, six-week educational programs for high school sophomores and juniors, respectively. Students attend college-level seminars, engage in a program of public speaking, and share responsibility for governing their small residential communities. Programs are held on university campuses during the summer months. Seminar topics at TASS relate to critical Black and ethnic studies; TASP seminars are held on a broad range of themes.

Telluride Association is currently hiring factotums for TASS and TASP. Factotums, typically college students, are the primary onsite authorities for both programs. Factotums manage residential life for students, ensure their well-being during the program, and help them to form an inclusive, intentional community. They also work as teaching assistants in the program seminars and provide academic support and mentorship, as well as supervising a pair of program assistants. In 2017, Telluride Association will hire a total of four factotums to staff two TASP sites, and a total of six factotums to staff two TASS sites.

This is an excellent opportunity to develop leadership skills and gain experience working with and mentoring high school students. Factotums will receive a \$4575 stipend in addition to room and board in the student residences for the duration of their summer employment. To be eligible for the position, you must be at least nineteen years of age by the beginning of the program.

Employment Dates: June 22 – August 8, 2017

(Program Dates: June 25 – August 5)

Factotum Responsibilities:

- Attend two weekends of training workshops (one in late January/early February and one in late May/early June)
- Write a welcome letter to incoming students informing them of what to expect
- Help seminar professors order books and assemble course packets
- Provide seminar professors with teaching and tutoring support as needed
- Assist students with reading and writing assignments
- Monitor and enforce students' compliance with community norms and program rules
- Ensure a respectful and inclusive atmosphere for participants of all genders, races, sexualities, and other identity categories
- Introduce students to democratic self-governance by organizing and facilitating town hall-style community meetings

- Provide logistical support to help student committees plan activities, including community service projects
- Recruit guest lecturers and presenters
- Mentor and support students, serve as a resource for their questions and needs, and mediate interpersonal conflicts
- Be available to address pressing student issues after-hours
- Supervise Program Assistants (part-time, college-age program employees who support factotums in their work)
- Hold weekly calls with the liaisons from Telluride Association
- Write a detailed program report after conclusion of the program