TASP Factotum Job Description Summer 2020

The Telluride Association Summer Program (TASP) is a free, six-week educational program for high school juniors. 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, and seminars are held on a broad range of themes.

Telluride Association is currently hiring factotums for TASP. Factotums 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 through facilitating conversation and community events. They work as teaching assistants in the program seminars and provide academic support and mentorship, as well as supervising program assistants. Factotums work with one another and program assistants as a team, supporting one another in close concert to ensure programmatic success. In 2020, Telluride Association plans to hire a total of six factotums to staff three TASP sites.

This is an excellent opportunity to develop leadership skills and gain experience working with and mentoring promising high school students. TASP participants (TASPers) come to the program after a rigorous selection/interview process and often from identities and backgrounds that face inequities in access to education. Many TASPers have faced hardship, and all have excelled.

Factotums will receive a $5,037 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: Wednesday, June 17th by noon – Sunday, August 2nd, 2020**

**(Program Dates: June 21 – August 1)**

**Factotum Responsibilities:**

Pre-program:

* Attend three trainings: (1) a two-hour webinar training on Saturday, May 16, (2) an in person training on the weekend of May 22-24 in Ithaca, NY, and (3) a final training in Ann Arbor, MI on the weekend of June 5-7. For the in-person training weekends, factotums should expect to arrive before 4pm on Friday (5/22 and 6/5) and leave after 2pm on Sunday (5/24 and 6/7).
* Write a welcome letter to incoming students informing them of what to expect
* Help seminar professors order books and assemble course packets before the start of the summer program
* Recruit guest lecturers and presenters before the start of the summer program
* Communicate professionally with parents about student needs and program logistics as needed, both before and during the program
* Coordinate pre-program logistics with Telluride Association office staff

During program:

* Mentor and support students, serve as the primary resource for their questions and needs, and tactfully mediate interpersonal conflicts
* Be available to address student issues after-hours
* Provide seminar professors with teaching and tutoring support as needed
* Attend and participate in the daily, three-hour seminar as a teaching assistant
* Monitor and ensure 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
* Capably navigate and mediate everyday student conversations and interactions which take place across axes of difference, including but not limited to gender, class, and race
* 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
* Supervise Program Assistants who are full-time program employees supporting factotums in their work (e.g., scheduling weekly check-ins, evaluating performance, delegating tasks related to program logistics and stewardship)
* Maintain regular contact with site liaisons and Telluride Association staff (e.g., scheduling weekly phone check-ins, coordinating liaison visits to the program, taking the lead on crisis communications)

Post-program:

* Write a detailed program report after conclusion of the program