**2022 TASS Factotum Application**

The Telluride Association Summer Seminar (TASS) is a free summer program for high school sophomores and juniors rooted in critical thinking and democratic community. At each site, a factotum team manages and facilitates multiple aspects of the seminar program: managing daily program logistics, facilitating student community and wellbeing, and assisting instructors.

Please submit the following materials along with this application:

Name: Age:

Year in University (if attending):

Address (Spring 2022):

Cell phone:

Preferred e-mail:

How did you learn about the Factotum position?

Applying for: \_\_\_\_\_ CBS \_\_\_\_\_AOS \_\_\_\_\_Both

Please attach the following documents:

1. A resume, including all part-time and full-time jobs you have held for more than two months, as well as volunteer positions, academic honors, etc. Be sure to include past mentorship/tutoring/teaching/camp counseling experience or other work that involves working with high school students.
2. In short answer format, answer the following prompts (250-300 words). These questions are intended to allow applicants to highlight their relevant experiences and interests, communicate their values, and showcase topical knowledge to the committee.
   1. What experiences and training have prepared you for the demands of the position (please consult the job description attached)?
   2. We ask for a high amount of mental, emotional, and logistical labor from our factotums because we trust them to fulfill multiple roles over the course of the summer. Discuss your level of preparedness to perform this kind of labor as a facilitator, and your own strategies for maintaining your mental and emotional health in high pressure situations.
   3. During the program, our students will be engaging with culturally and politically relevant, but potentially challenging questions. What techniques and strategies would you use to foster an inclusive, self-governing, and intellectually vibrant community for these students? You may mention your past experiences with Telluride programs or other Nunnian programs, if applicable.
   4. The transformative justice framework is part of the community living pillar at TASS. Transformative justice is “premised on the understanding that our work is not only about intervention in individual incidences of harm, but also about transforming ‘the conditions of oppression and domination that allow that violence to happen’ in the first place.”[[1]](#footnote-1) This means that harms done in a community will be addressed in a consensus-based manner where possible, with particular attention paid to the dynamics that made that harm possible (such as anti-Blackness, misogyny, classism, ableism, etc.) and how they manifest in the community environment. Please describe your previous experience with the transformative justice framework or related practices. If you have no prior experience with transformative justice, you could describe an interpersonal conflict in which you acted as a mediator and how you facilitated the conflict resolution process.
   5. For applicants to TASS-CBS:
      1. Please describe your experiences with black studies, including any teaching/mentoring experience (up to 350 words).
      2. Please discuss why you are interested in being a factotum for TASS-CBS in particular (up to 300 words).
   6. For applicants to TASS-AOS:
      1. Please describe your experiences with ethnic studies, gender studies, critical studies of class, or comparable fields, including any teaching/mentoring experience (up to 350 words).
      2. Please discuss why you are interested in being a factotum for TASS-AOS in particular (up to 300 words).

If you intend to be considered for both TASS-CBS and TASS-AOS factotum positions, please answer **both** e and f and explain your preference, if applicable.

**Submission and Finalist Selection**

Please submit your application materials (resume and short answers to the application questions) in **one single file** to [applications@tellurideassociation.org](mailto:applications@tellurideassociation.org) **on or before January 10, 2022**.If you are interested in applying for the position but need additional time to complete the application, please email [tass@tellurideassociation.org](mailto:tass@tellurideassociation.org) to express your intent to apply and request an extension, which may be granted on a case-to-case basis.

Finalists will be notified by January 31 and invited for a virtual interview over the weekend of **February 11 - 13**. Please save the date.

If you have any questions or concerns about the application or its requirements, please contact the TASS Committee at TASS@tellurideassociation.org. We are eager to help as many people as possible apply for the factotum positions, so if there is anything we can do to assist you, please don’t hesitate to be in touch.

**Expanded Job Description**

For summer 2022, the Telluride Association Summer Seminar (TASS) Committee will hire factotum teams to staff three TASS sites at the University of Michigan, the University of Maryland, and Cornell University as TASS Factotums. Each program site will host two seminars, one Critical Black Studies program (TASS-CBS) focused on topics in critical Black studies, and one Anti-Oppressive Studies program (TASS-AOS) focused on topics in the humanities and social studies using anti-oppressive and anti-racist frameworks. The Telluride Association prioritizes the selection of Black students for TASS-CBS, and the selection of Black, Indigenous, and other students of color, as well as students who have experienced economic hardship for TASS-AOS.

The Factotum team serves as the primary onsite authority for the duration of the program. Factotums manage residential life for students, ensure their well-being during the program, and help them form an inclusive, intentional community. During the spring, hired Factotums will write a welcome letter to students that introduces them to the core aspects of the program and how to prepare, work with professors to identify and order seminar materials, and organize orientation activities for students. Those selected for the Factotum position must attend the virtual training in the Spring of 2022 and the in-person training two weeks prior to the start of the program.

Throughout the course of the program, Factotums will serve as a resource for student questions and be available to address pressing student issues after-hours. Factotums introduce and help students structure town hall-style community meetings to jump start students’ democratic self-governance. Those hired are responsible for guiding students in the creation of an inclusive environment for students of all genders, races, sexualities, and other identity categories; this should include discussions of how students account for this within their self-governance. Factotums will also be responsible for learning to facilitate community accountability and transformative justice practices and helping students implement these practices in their community. In addition to ensuring a safe and respectful atmosphere, Factotums provide logistical support to help student committees plan activities. Factotums must attend weekly meetings with onsite staff supervisors (and Telluride Association Board point people as appropriate) to update them on the program’s progress and write a detailed program report after the program’s conclusion.

The Mission of Telluride Association is to prepare and inspire promising students to lead and serve through free, transformative educational experiences rooted in critical thinking and democratic community. In addition to the TASS program, the Telluride Association runs two Branches for students at Cornell University and the University of Michigan, and programs for alumni. To learn more about the Telluride Association and all its programs visit our website: [www.tellurideassociation.org](http://www.tellurideassociation.org)

**Primary Responsibilities**

* Communicate program guidelines to incoming students prior to program start
* Orient and supervise students who attend the program
* Assist seminar professors in course preparation and provide teaching and tutoring support as needed
* Supervise students in all daily activities and ensure students know and understand program policy
* Facilitate students’ use of democratic self-governance by organizing and facilitating town hall-style community meetings and providing supervision as they plan their activities
* Provide mentorship, emotional and academic support to students
* Assist site supervisor staff in communicating with parents about student needs and program logistics
* Coordinate pre-program logistics with relevant Telluride Association staff before the start of the program
* Prepare detailed written reports on each student and a summary of the program’s events.
* Manage the summer program budget and advise students on collective expenditures.
* Maintain a safe and respectful environment for living and learning for seminar participants and staff.

**Required Qualifications**

* Must have completed two years of post-secondary education or equivalent by program start (June 26, 2022). Questions about meeting this requirement can be directed to [tass@tellurideassociation.org](mailto:tass@tellurideassociation.org).
* Must be able to attend virtual training weekend (**April 8-10**) and in-person pre-program training (**June 14-19**)
* Must be present for the entire duration of program (**June 26 - August 6**), as well as pre-program preparation and post-program wrap-up (typically several days before and after the program dates).
* Outstanding written and verbal communication skills with people of a variety of backgrounds
* Ability to work collaboratively as part of a team
* Attention to detail and strong follow-through skills
* Strong capacity for reasoned independent judgment
* Ability to be on-hand/on-call at all times excluding break hours or days, if necessary, as determined by the TASS Committee and your Factotum Team
* Ability to facilitate a community of high school students

**Background Screening**

The Telluride Association conducts background checks on all job candidates upon acceptance of a contingent offer and uses a third-party administrator to conduct background checks. Background checks will be performed in compliance with the Fair Credit Reporting Act.

**Work Eligibility**

In compliance with federal law, all persons hired must submit an I-9 form to verify identity and eligibility to work in the United States. The form must be completed upon hire. The Telluride Association cannot sponsor visas for its summer employment opportunities.

**Compensation**

Factotums receive room and board for the duration of the program as well as a stipend of $5,037. Telluride Association also covers travel expenses to and from factotum training and the program itself.

1. Chen, Ching-In, Jai Dulani, and Leah Lakshmi Piepzna-Samarasinha, eds. The revolution starts at home: Confronting intimate violence within activist communities. South End Press, 2011. [↑](#footnote-ref-1)