



TELLURIDE ASSOCIATION

Position Description - Summer Seminar Factotum

Position Title:	Summer Seminar Factotum
Direct Supervisor:	Site Supervisor
Positions Supervised:	None
Date/Approval:	Approved by Personnel Committee 10/30/23
FLSA Status:	Non-Exempt during preparation period / Exempt (Administrative) during program period
Employee Type:	Temporary
Work Schedule:	This is an intensive position that may require work up to seven days per week during the program period, including evening and weekend hours. Factotums attend seminar up to 3 days per week. During the program, Factotums take off one planned day per week by arrangement with their Site Supervisor.
Work Location:	Ithaca, NY or Ann Arbor, MI or College Park, MD
Travel Requirements:	Factotums are expected to travel for in-person factotum training June 7 - June 15, 2024 . In addition, they reside on-site at the program location for 8 weeks June 17 - August 11, 2024
Position Duration:	Preparation period - March 25 - May 26, 2024. Hourly pay for a total of 40 hours over the entire 9-week period. Program period - June 3 - August 11, 2024. Salary pay.
Benefits Eligibility:	Not benefits eligible. Sick leave is provided.

Role Overview

Summer Seminar Factotums are residential counselors, administrative coordinators, and mentors who work in pairs to facilitate the Telluride Association Summer Seminar (TASS), a free, six-week educational experience for high school students.

About TASS: The TASS program consists of intellectually rigorous academic seminars intended to transform how students understand and participate in the world, and a thoughtful group-living environment where students explore the principles of democratic community and broader collective engagement. Seminars focus either on Critical Black Studies (TASS-CBS) and the formation of Black learning communities, or on Anti-Oppressive Studies (TASS-AOS) and the

use of power, race, and oppression as frameworks to explore topics in the humanities and social sciences.

Seminars are six weeks long and typically have 12-16 students, two Factotums, and two Faculty instructors. Each site is managed by a Site Supervisor who oversees factotums and liaises with faculty instructors. In 2024, five seminars will be held between Cornell University, the University of Maryland College Park, and the University of Michigan Ann Arbor. The Telluride Association recruits students who demonstrate significant interest in intellectual and democratic frameworks grounded in equity and inclusion. Students from historically marginalized backgrounds, such as those who have experienced economic hardship, are prioritized for selection.

About the Factotum Role: The Factotum team provides primary oversight for students for the duration of the program. Factotums manage residential life for students, ensure their well-being, and help them form an inclusive, intentional community. During the spring, hired Factotums will write a welcome letter to students to help them prepare for the core aspects of the program, will work with professors to identify and order seminar materials, and will organize orientation activities for students. Those selected for the Factotum position must attend a virtual training in the spring and an 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 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 all genders, races, sexualities, class backgrounds, and other identity categories; this should include discussions of how students account for this within their self-governance. Factotums will also be responsible for facilitating 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 are also responsible for managing the summer program budget, creating the scaffolding of the day-to-day program schedule, and planning additional activities for the students as needed. Factotums also provide seminar faculty with administrative and practical assistance. After the end of the program, Factotums write a detailed program report and student evaluations.

Key Relationships: Factotums are supervised by a Site Supervisor and collaborate closely with their seminar's faculty, co-factotum and any other factotums present at the site.

Qualifications

If you believe you would excel in this role despite not meeting every qualification, we welcome your application. Please explain in your cover letter what and how you would contribute.

Required Qualifications

- Experience working with Black students and/or populations (*required for TASS-CBS; preferred for TASS-AOS*). Experience working with students of color, working class students, LGBTQIA+ students, and/or other students of marginalized backgrounds and diverse educational preparation.
- Awareness of and ability to reflect productively on power and privilege.
- Excellent communication skills: demonstrates skillful verbal and written communication for diverse audiences; maintains composure in high-stress situations; demonstrates emotional intelligence, listening skills, and compassion.
- Excellent judgment: makes timely decisions; exhibits sound judgment; ensures compliance and safety standards are met; explains reasoning for decisions; includes appropriate people in decision-making process; demonstrates integrity.
- Ability to engage with conflicts constructively in an individual and community context.
- Ability to manage high-stress environments.
- High level of organization, attention to detail, and flexibility.
- Proficiency in Google Drive, Zoom, and Microsoft Office.
- Able to commit to the factotum position; no other major commitments planned for the program period.
- Ability to meet travel requirements of the position.
- Ability to meet acceptable background check standards.
- Ability to work flexible hours which include evenings and/or weekends.
- All Telluride summer seminar employees are required to have and provide proof of an FDA-or WHO-authorized or approved COVID-19 primary vaccination or have obtained an approved disability/medical or religious exemption.
- Factotums are required to be a minimum of 18 years of age as they are supervising minors.

Preferred Qualifications

- Leadership, teaching, or mentoring experience in residential or cooperative education, summer programs, secondary education, undergraduate education, and/or other academic settings.
- Experience with Telluride Association programs.
- Experience with anti-racism work and practice and/or transformative justice, preferably within the context of an educational setting.
- Experience in skillfully mediating conflict.
- Academic background in Black Studies (for TASS-CBS) or studies of oppression and marginalized groups (for TASS-AOS).
- Interest in and commitment to the Association's mission; an eagerness to practice democratic skills (facilitation and deliberation) and values.
- First-aid training.

Responsibilities

Attend Training and Carry Out Policies - 5%

- Attend virtual orientation on the weekend of March 30, 2024.
- Attend mandatory in-person training. Dates: June 7, 2024 - June 15, 2024
- Complete the online Harassment and Discrimination Prevention Training prior to the beginning of TASS. This is a requirement. An email invitation will be sent to you from the online training provider with a completion deadline.
- Read and abide by the TASS Factotum Handbook, Program Staff Code of Conduct, Telluride Association Employee Manual, and other Telluride Association policy documents provided prior to the start of the program. Contact supervisor promptly with any questions or concerns.

Program Preparation and Wrap-Up - 10%

- Review program budget, previous summer's reports, and TASSer information.
- Assist seminar professors in ordering books and assembling course packets before the start of the summer program.
- Assist seminar professors with updating and maintaining digital course materials before and during the summer program.
- Work with the faculty to ensure that the cost of all requested materials, Academic Affairs (AccAffs) and field trips does not exceed the allotted budget.
- Recruit guest lecturers (2-3), and required training presenters before the start of the summer program.
- With co-factotum, prepare an orientation letter and rooming survey for the TASSers by April 14, 2024.
- Work with office staff and TASSers to arrange ground transportation for arrivals.
- Participate in an orientation meeting with your Board liaisons, faculty, Telluride staff, and co-factotum.
- Set up the program site, including cleaning and furniture setup, from June 17-June 22, 2024.
- Wind down the program site, including cleaning and furniture reset, book and equipment returns, and other closing tasks, through August 11, 2024.
- Submit a financial report, general program report, individual reports for each TASS student, and Factotum Training Committee's post-program survey no later than September 1 following the program.

Program Administration - 15%

- Reside at the residence where TASS participants are housed from June 17-August 11, 2024.
- Administer the TASS, represent the interests of Telluride Association, enforce TASS policies, and ensure the welfare of the students entrusted to your care, in accordance with the policies set forth in the TASS Factotum Handbook.

- Assist in recruiting TASS students for other Telluride programs and host institutions.
- With co-factotum, procure host university IDs and library access for program participants, schedule an official university tour and admissions presentation for TASSers during the program, and collaborate with Site Supervisor to manage any other university logistics.
- Ensure that candid photos and group photos are taken and shared with the office.
- Ensure that TASSers complete program evaluations prior to the end of the program.
- Communicate professionally with parents about student needs and program logistics as needed, both before and during the program.
- Maintain regular contact with Site Supervisor and Telluride Association staff (e.g., scheduling weekly phone check-ins, coordinating liaison visits to the program, taking the lead on crisis communications).
- Track summer program budgets, retain receipts for all expenditures, and maintain contact with the Financial Manager throughout the program for support. Turn in receipts to the Site Supervisor prior to leaving at the end of the program.
- Work closely with Site Supervisors to manage risk and respond to emergency situations.

Community Facilitation - 45%

- Ensure that students understand and abide by program policies.
- Ensure a respectful and inclusive atmosphere for participants of all genders, races, sexualities, abilities, class backgrounds, and other identity categories.
- Supervise students in all daily activities, and schedule activities as needed (for instance, kitchen clean-ups, community service, informal excursions, or other activities determined by the factotum team).
- Schedule and facilitate a public speaking (PubSpeak) program. Deliver a 20-minute PubSpeak in the first week.
- Facilitate students' use of democratic self-governance by organizing and facilitating town hall-style community meetings and providing supervision as they plan their activities.
- With co-factotum, meet with students individually by the end of Week 3 to discuss their experience of the program so far.
- Be available to address student issues at any time. Respond appropriately to student social, emotional, behavioral, health, and safety issues. Facilitate transformative justice approaches as needed.

Academic Seminar Support - 25%

- Attend seminar up to three days a week.
- Assist seminar faculty before and during the program, including ordering supplies/books/materials, assisting with field trip and event planning, maintaining course website and digital materials, and supporting faculty in other ways as requested. Meet with faculty weekly.
- Provide teaching and tutoring support to students as needed.

- Share timely information about program activities and student needs with faculty, including TASS schedule, student challenges and questions about seminar, and other information.
- Inform seminar faculty of book/media and AccAff budgets. Keep track of expenditures and keep budgets from being overspent.
- Share, with your co-factotums, attendance in the daily, three-hour seminar as a teaching assistant and logistical support for the program.

Other Responsibilities

- Strive to enact Telluride Association's commitment to anti-racism, diversity, equity, and inclusion in all activities and duties.
- Support Telluride Association to maintain a safe working environment. Act proactively to prevent accidents and injuries and communicate hazards to supervisors when identified.
- Abide by the policies and guidelines of the Telluride Association and all local, state, and federal laws. Failure to do so may result in suspension or termination of employment.

Relevant Telluride policies include:

- Confidentiality: All TASS students' application materials, evaluations, and similar documents must be kept confidential. Faculty should not disclose any of this information without explicit authorization from the TASS Committee.
- Non-harassment: The Telluride Association does not tolerate sexual or other unlawful forms of harassment. Please see the Non-Harassment Policy.
- Non-discrimination: The Telluride Association does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, sex, sexual orientation, gender identity, physical disability, or any other protected category.
- Support the general activities of Telluride Association and carry out other duties as assigned.

Work Environment and Physical Demands

- Essential physical requirements: Position requires use of computer, phone, and office equipment. Position requires travel and evening/weekend work.
- Visual: normal concentration
- Hazards: limited exposure

Equal Opportunity Employment

Telluride Association is committed to antiracism, equity, and inclusion in our programs and our workplace. We encourage those with similar values to apply. We are committed to building a diverse staff, and we encourage applications from people of color, women, LGBTQIA+ people, and people with disabilities. Telluride Association is an Equal Opportunity Employer.

About Telluride Association

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

Signatures

Employee Signature: _____

Employee Name: _____ Date: _____

Supervisor Signature: _____

Supervisor Name: _____ Date: _____