



THE TAU BETA PI ASSOCIATION POSITION DESCRIPTION

Position Title: **Engineering Futures Facilitator (EFF)**

Reports to: **Director of Engineering Futures (DEF)**

Position Summary

An Engineering Futures Facilitator (EFF) serves as an official of The Tau Beta Pi Association (TBP) and, as such, facilitates Engineering Futures (EF) sessions covering a variety of professional skills. EFFs are unpaid volunteers and are reimbursed for reasonable travel expenses associated with facilitating EF sessions.

Time Commitment

EF sessions are generally held in the evening or on weekends and average 2-5 hours (including setup, breaks, and cleanup; note that additional time is typically required for travel to/from the event). EF sessions are held during the academic year, with the majority of sessions scheduled in October/November and February/March.

EFFs are expected to make a substantial time commitment, particularly in the first few years. More specifically:

- New EFFs are appointed for 1 year as a Facilitator in Training (FIT). FITs are expected to travel extensively in order to participate in a minimum of 5 EF sessions during year 1.
- Upon successful completion of the FIT appointment, EFFs receive a regular 3-year appointment (years 2-4 with the program). During this time, EFFs are expected to participate in at least 15 sessions, including at least 5 in year 2.
- After completing the first 3-year EFF appointment, experienced EFFs are expected to participate in an average of 10 sessions during each 3-year appointment—or may make alternative arrangements that suit the needs of the EF program in consultation with the Director of Engineering Futures (DEF).

Travel, Expenses and Contributions

EF sessions are typically hosted by TBP chapters on university campuses, and EFFs are reimbursed for all reasonable travel expenses when submitted to the TBP Headquarters' Liaison (HL) within 4 weeks of the session. "Reasonable" expenses are established by TBP travel policies and/or the DEF.

Funding for TBP and the EF program comes from contributions to the Association by generous alumni and friends. In gratitude for this support, and in recognition of our responsibility to use resources wisely, all EFFs are expected to participate in the annual alumni giving campaign by making a contribution at least once every 12 months.

Training

The EF program makes use of an apprenticeship model for training new facilitators. FITs are provided with session materials in advance, and are expected to familiarize themselves with the information. FITs are paired with more experienced EFFs to observe, and then facilitate, EF sessions. As part of this "See One, Do One, Teach One" training methodology, feedback is gathered from the FIT, the collaborating EFFs, and the session participants. The DEF reviews all of this information and uses it to make decisions about training needs and continuing appointments. In general, FITs should expect to be prepared to "solo" facilitate 1-3 session topics by the end of their training year, and EFFs should expect to be able to "solo" facilitate all program materials by the end of their first regular 3-year appointment.

Duties and Responsibilities

- Develop a thorough knowledge of the EF material and communicate it with confidence and clarity
- Create an environment in which session participants are comfortable speaking and interacting with others
- Effectively draw out opinions and ideas from session participants, and show respect for others' input
- Lead EF sessions with a high level of energy and enthusiasm, and facilitate all sessions within allotted time
- Ask open-ended questions, incorporate appropriate stories, and motivate and encourage session participants
- Incorporate stories and examples that relate to the session material and that reinforce concepts
- Communicate regularly with the DEF and HL, including timely submission of session summary and expense reports
- Comply with all TBP policies and procedures

Qualifications and Experience

EFFs must meet the following requirements:

- A member of Tau Beta Pi
- Completed a bachelor's degree
- Professional and/or leadership experience sufficient to allow the EFF to provide appropriate personal stories and/or professional context for the materials presented in the EF program
- Strong organizational skills, including familiarity with google documents/drive, dropbox, and similar cloud-based organizational tools that are essential to the operation of the EF program
- Demonstrated ability to effectively facilitate group interactions, including but not limited to:
 - Clear and effective communication skills in both small and large group settings
 - Ability to listen actively and respond appropriately to verbal and non-verbal communications
 - Appropriate pacing and effective use of available time
 - Able to relate professional skills to varied contexts using appropriate examples and stories
 - Ability to connect effectively with college-aged students
 - Comfortable engaging participants in open-ended discussions where there may not be clear answers
 - Sufficient skills to guide participants during sessions where strong feelings or conflicts may arise
 - Commitment to diversity and creating an inclusive environment for participants with different backgrounds, experiences, and viewpoints
 - Ability to use a variety of methods and media to engage participants, including PowerPoint, video, role playing exercises, case studies, and white boards

Application Process

Prospective EFFs should email a current resume and letter of interest to the Director of Engineering Futures (tbp.def@tbp.org). Within this letter, please include separate sections (clearly identified) that specifically address each of the following:

1. **Interest in EF:** briefly describe why you are interested in volunteering as an EFF at this point in your personal and professional life. What do you hope to gain by participating, and what do you hope to contribute?
2. **Facilitation Experience:** describe your prior experiences facilitating in small and large group settings (note: this may include interactive classroom experiences, but EFFs are expected to have facilitation skills beyond traditional lecturing/teaching). Please include descriptions of **two specific instances** where you used your facilitation skills effectively in a group setting, including at least one instance when you were able to resolve a conflict or challenge.
3. **Professional Experience:** please provide an overview of your work, research, or other professional activities. Include a more detailed story about **one instance** from your professional experiences where you encountered an interpersonal communications problem, how you approached the situation, and what was the outcome.
4. **Commitment to Diversity and Inclusion:** please include a case study that focuses on diversity and inclusion in engineering (you may write your own or cite an existing resource). Please share your perspective on the contents of the case study and describe how you would respond in that situation.
5. **References:** please provide the name and contact information for at least 2 individuals who are willing to discuss your communication and facilitation skills and your potential as an EFF.

After reviewing the resume and letter, the DEF will schedule a phone interview with the prospective EFF and contact the references. If it is determined that the applicant is a good match for the EFF program, the DEF will make a recommendation for a one-year appointment as a Facilitator in Training (FIT).