



Education in Action (EIA) Facilitator

Position Description

2026-2027

Students in the EIA Program are referred to as EIA Facilitators. EIA Facilitators are often nominated by a faculty and hired by the CCBL to support community based learning and research (CBL/R) courses and partnerships. Facilitators and faculty work as collaborative partners to plan and implement CBL classes and CBR projects across a range of academic disciplines. Facilitators are expected to fulfill EIA Program requirements, as well as responsibilities assigned by their faculty member(s) in order to successfully achieve course objectives and project goals.

EIA Facilitator responsibilities include, but are not limited to:

- Creating a work plan for the semester with assigned faculty and submitting the work plan to CCBL staff within the first two weeks of classes (deadline TBA at the beginning of each semester)
- In partnership with the assigned faculty, identify a time during the first week of classes to introduce themselves and describe their role to the students in the course in-person or via email.
- Attending at least one session of the assigned CBL/R class, if Facilitator's class schedule allows
- Attending and participating in all EIA Facilitator cohort meetings to report on progress, challenges, and problem-solve any issues
- Completing all EIA Program assignments, including written reflections, readings, a final course summary and evaluation and other assignments.
- Maintaining regular communication with the assigned faculty, CCBL staff, and community partner(s)
- Researching community partner(s), models of community engagement, and other topics as needed for the assigned CBL/R class
- Facilitating preparation and reflection activities for students in the assigned class, as requested by faculty
- Serving as a peer mentor for students in assigned CBL/R course, as requested by faculty

- Distributing and collecting CCBL class evaluation forms and assisting faculty with community partner evaluation forms, as needed
- Coordinating transportation for class trips, including serving as an authorized driver or helping to identify other authorized driver(s)
- Planning logistical needs for events related to assigned CBL/R class as needed, including: reserving rooms, ordering food, etc.
- Documenting class activities with photos or other methods as appropriate and submitting documentation to the CCBL
- Keeping a personal log of work hours that can be transferred into timesheets
- Other responsibilities may be added depending on the CBL/R project

Other roles and responsibilities (as schedule allows):

- Providing CBL/R orientations and or reflection sessions to other CBL/R classes, by request
- Assisting CCBL staff with community partner related activities and other tasks related to CBL/R classes
- Identifying other students and faculty members for participation in the EIA Program

Timesheets and Payroll:

- Timesheets are submitted through my.Oxy every 2 weeks.
- Facilitators typically work 8-10 hours per week and cannot work over 20 hours per week or 225 hours in any semester for all on-campus jobs (SEIU Local 721 and Occidental College p.7).
 - To avoid maxing out hours early, the CCBL recommends that student workers do not exceed 15 hours per week (225hrs/15 weeks per semester = 15hrs/week).
- Work hours can include, but are not limited to: meetings with faculty and community partners, time spent completing tasks assigned by faculty, EIA Facilitator meetings, and EIA Program events

Interested in learning more about the EIA Facilitator role?

If you have any questions about the EIA Facilitator position, please contact:

- Kelsey Sablan Martin (she/her/hers), sablanmartin@oxy.edu