

TEACHING ASSISTANT POSITIONS

2021 Summer Instructional Academy

June 1-July 31, 2021

The **TRIO Upward Bound College Prep Academy** is searching for energetic, creative, and self-motivated **Teaching Assistants** for its 2021 Summer Instructional Academy. Upward Bound 100% funded by the federal government, provides fundamental support to participants to succeed in their precollege performance and ultimately in their higher education pursuits. We attempt to offset academic deficiencies and certain environmental deficiencies through the provision of tutorials, classroom instruction, and educational and cultural activities. Students, who participate in the Upward Bound Summer Instructional Academy, reside in a residence hall on the University of Illinois at Urbana-Champaign campus and attend classes daily for a period of six weeks.

The Teaching Assistant assists the Teacher(s) in the classroom; escort students to classes; attend weekly staff meetings; attend to student emergency situations as they arise during class periods; facilitate study center and other duties as assigned by the classroom Teacher(s). Teaching assistants report directly to the Program Assistant.

ANTICIPATED TEACHING ASSISTANT POSITIONS AVAILABLE

Freshmen- 1 position available

Sophomores- 1 position available

Juniors- 1 position available

Seniors -1 position available

RESPONSIBILITIES

- Assist the Teacher with the development and implementation of the course(s).
- Develop a positive rapport with the Teacher(s) to allow for a team approach in the classroom and ensure healthy communication in the classroom.
- Assist the Teacher in completing and returning daily attendance sheets and homework log sheets on a daily basis.
- Escort students to and from class.
- Be on alert for student emergency situations during class periods relative to illness and accidents and assist students.
- Assist with the safety of students during their daily classes.
- Prepare students in subject areas they may expect to encounter during the upcoming academic year with a focus on learning study skills that will help students succeed in these classes.
- Motivate students toward college and assist in building their self-esteem and sense of achievement
- Attend weekly staff meetings.

EXAMPLES OF CHARACTERISTICS OF DESIRED TEAM MEMBER

- Honest and loyal
- Ability to motivate students
- Student centered, compassionate, outcomes-oriented, energetic
- Respectful and appreciative of diversity and inclusion
- Commitment to teaching culturally diverse students
- Innovative and forward thinking
- Patient and approachable
- Organized, reflective, focused, disciplined

REQUIRED QUALIFICATIONS, EXPERIENCE, KNOWLEDGE, AND SKILLS

- Undergraduate students with junior or senior status or Graduate students with a minimum grade point average of 3.0 and a "B" average in the subject to be tutored and experience working with economically challenged/first generation college bound students preferred.
- Prior tutoring or related experience strongly desired.
- Must have excellent classroom management skills.
- Must have excellent oral and written communication skills.
- Ability to tutor high school students in Math, English, Science, Reading, Foreign Language and Test Taking Strategies.

DESIRED EXPERIENCES

- Working with first-generation, TRIO, or U.S. historically underrepresented individuals.

SALARY RANGE: \$14.00 per hour for 30 hours per week during the summer program.

BACKGROUND CHECKS

These are security-sensitive positions; therefore, the chosen candidates are required to pass an extensive background check prior to starting the position. Background checks will be required for individuals employed previously by Upward Bound and/or who work in other areas of the University of Illinois at Urbana-Champaign.

IMPORTANT DATES:

Staff Orientation and Training Sessions: June 1-3, 2021

Student and Parents Orientation: June 14, 2021, 6:00pm-7:00pm

Position Dates: June 1- July 30, 2021

APPLICATION DEADLINE

*Applications will be reviewed, and interviews may be conducted immediately and will continue until suitable candidates are identified. To ensure full consideration, please submit your materials by **Friday, March 31, 2021***

PROGRAM WEBSITE

<http://www.omsa.illinois.edu/programs/TRIO/upward-bound/>

STUDENT AFFAIRS DIVERSITY STATEMENT

http://www.omsa.illinois.edu/DOCS/Diversity_SA.pdf

Illinois is an Affirmative Action/Equal Opportunity Employer and welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity (www.inclusiveillinois.illinois.edu).