



Summer Discovery

Career Accelerator Course Assistant Job Description

Summer Discovery is seeking to hire course assistants for our Summer 2022 programs for high school students. Course assistants are responsible for supporting the instructor and Course Facilitator to implement course material on-campus at 1 of 5 university locations. A fully developed course curriculum will be provided by Summer Discovery Academics and Instructors, Course Facilitators and course assistants will receive training to ensure quality delivery of an experiential and engaging project-based course.

Each summer, Summer Discovery offers motivated middle and high school students the opportunity to experience life and academics on a college campus. Our dynamic programs provide motivated students opportunities to learn more about a subject area of their interest, explore their future careers, and meet like-minded peers. Students attend classes taught by qualified pre-college instructors, subject matter experts and industry professionals and gain hands-on learning experience through classroom activities. Our mission is to provide the best experiential, university-based summer programs that positively change students' lives academically and beyond.

Subjects:

- Hands-on Engineering
- Game Design & Coding
- Medicine
- Entrepreneurship in the Metaverse

Locations:

- Haverford University-Haverford, PA
- New York University-NY, NY
- University of Maryland-College Park, MD
- UC Berkeley-Berkeley, CA
- UNC Chapel Hill-Chapel Hill, SC

Duties & Responsibilities.

- Support classroom implementation of course curriculum for 8 hours per day for 9 days of instruction per session
- Provide support to the instructor and Course Facilitator to implement course components including instruction, hands-on activities, and project-based learning
- Work closely with high school students to support their experiential learning
- Collaborate with Instructor and Course Facilitator to identify any academic curriculum quality issues during instruction
- While on campus, identify and communicate additional classroom support and resource needs in a timely fashion.
- Responsible for supporting Course Facilitator to manage course-specific materials and activities through Canvas learning management system.
- Attend training with the Curriculum Advisor, EdTech Coordinator and Director of Academics to review curriculum, classroom expectations and course delivery expectations.

Knowledge, Skills & Abilities

- Experience in supporting classroom instruction.
- Skill in organizing resources and establishing priorities.
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Strong commitment to academic excellence.
- Strong interpersonal skills and ability to deal effectively in a team environment.
- Strong verbal and written communication skills and the ability to collaborate in groups.
- Ability to thrive in an organization that values the diversity of its student body and workforce and actively promotes equity and inclusion.
- Ability to meet deadlines while maintaining attention to detail.
- Ability to work independently to complete assignments.

Qualifications

- Current undergraduate or MA student at an accredited institution in an appropriate area of specialization.
- Academic experience in the course subject area.
- Appropriate combination of relevant education, work experience, and certifications may be considered.
- Experience as a teaching assistant for undergraduates or high schoolers.
- Available to commute to campus for full program duration (3 sessions, 9 days each session) at one of five university locations.
- Some experience with project-based learning is preferred.
- Must be at least 21 years of age and be eligible to work in the US.
- Proficiency in MS Office, Google Docs, and online learning platforms.
- Housing is not provided and candidate must be able to commute daily to their location.

Contract compensation is commensurate with qualifications and relevant experience.

This is a seasonal summer position and requires ability to commute to campus for 9 to up to 28 days.