

CU UPWARD BOUND PROGRAM

INSTRUCTIONAL ASSISTANT APPLICATION

Job Description: The position of Instructional Assistant (IA) is vital to the academic experience of CU Upward Bound (CUUB) summer participants. During the CUUB Summer Academic Institute, IAs will do more than just assist the instructors: they will also work closely with students to ensure that they fully grasp the content delivered in the classroom. IAs help build the confidence of CUUB participants by attending to their needs in the classroom and tutoring them during study hall. IAs also serve as role models for our students, who may feel apprehensive about making the transition from high school to college. CUUB participants are low-income / first-generation high school students from Native American reservation communities in NM, UT, AZ, CO, and SD, so the ideal IA will be able to effectively communicate academic content while remaining culturally sensitive and respectful of the particular needs and strengths of our students.

CUUB is currently seeking IAs for the following subjects:

- Math: IA's for Geometry, Algebra 2, Pre-Calculus, Calculus
- Science: Biology, Chemistry, Physics
- College Prep: ACT Prep, Native Pathways I, II, and III
- English/Writing: Creative Writing, Native American Literature, Research and Writing

Duties and Responsibilities: IAs are required to attend the class he/she/they are assisting with, and help Instructors with: classroom management, grading, grade entry, and occasional lesson planning. IAs must attend a minimum of four Study Hall sessions per week (Study Hall takes place Sunday through Thursday, 7:45 PM - 9:45 PM), as well as weekly instructional staff meetings. IAs report directly to their assigned Instructor as well as the CUUB Program Directors.

Mandatory Qualifications: Applicants must:

- have completed at least one year of college
- demonstrate proficiency in the content area of instructional assistance
- pass a University required background check
- attend a mandatory week long orientation before student arrival
- enact the CUUB mission, vision, and core values throughout the summer (Visit <https://www.colorado.edu/cuub/about/mission-vision-values> to learn more)

Preferred Qualifications: The ideal applicant will:

- have experience in tutoring / classroom assistance
- have experience working as a part of a team

Compensation: \$10/hour

Dates of Employment: June 4, 2018 - July 20, 2018

Inquiries should be directed to:
Tanaya Winder, Director
(303) 492-2887 or Tanaya.Winder@Colorado.edu

PLEASE TYPE AND SUBMIT APPLICATION ***WITH A CURRENT RESUME and COPY OF YOUR UNOFFICIAL COLLEGE TRANSCRIPT.*** (ATTACH ADDITIONAL SHEETS AS NECESSARY.)

LAST NAME _____ FIRST NAME _____ MIDDLE INITIAL _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE _____ EMAIL ADDRESS _____

Are you an Undergraduate Student? ____ Y/N Do You Have a Work-Study Award? ____ Y/N

Are you work-study eligible? ____ Y/N Are you currently working for another CU employer? ____ Y/N

If yes, where and how many hours?

EDUCATION:

Major: _____ Emphasis: _____

Current Year in School: _____ Projected Graduation Date: _____

On a separate sheet of paper, please answer the following questions: You may also include any other information that would be helpful in evaluating your application.

1. Why do you want to work for the CUUB program?
2. For which courses are you applying to serve as an Instructor's Assistant, and why?
3. Describe your favorite teacher. What did they do to make the subject more accessible for you?

RETURN APPLICATION TO:

Tanaya Winder, Director, CU Upward Bound
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Boulder, CO 80309
Tanaya.Winder@Colorado.edu
(303) 492-2887
(303) 492-3481 Fax