

CU Upward Bound Program Summer 2020 Instructional Assistant Position

Link to Application: (Will be Posted in March 2021)

Job Description: The position of Instructional Assistant (IA) is vital to the academic experience of CU Upward Bound (CUUB) summer participants. 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 students 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; 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
- Other classes: Spanish, Elective courses

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 Tuesdays and Thursdays, 7:00-9:00 PM), as well as weekly instructional staff meetings. IAs report directly to their assigned Instructor as well as the CUUB Directors.

Dates of Employment: June 7th, 2021 - July 23rd, 2021

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 start of the program
- 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

How to Apply:

1. The application for the 2021 summer position will be open in **March 2021**
2. The link to apply can be found on our CU Upward Bound Website. If you would like an email sent to you when the application opens, email Cassie.Sando-1@colorado.edu