POSITION ANNOUNCEMENT

TITLE: STUDENT INSTITUTE TEACHING ASSISTANTS
DEPARTMENT: STUDENT AFFAIRS / EDUCATIONAL PARTNERSHIP
MIGRANT STUDENT LEADERSHIP INSTITUTE
REPORTS TO: PROJECT DIRECTOR
HOURS: UP TO 40 HOURS A WEEK, WITH SOME OVERTIME (The Program runs from July 12-July 26. Assignment includes mandatory training on June 18-19 from 9:00-5:00 p.m. and July 10 from 9:00-5:00 p.m. Assignment also includes meetings and planning) (SOME EVENINGS AND WEEKENDS REQUIRED)
SALARY RANGE: $20 Hourly (Estimated payment for the program $2,400)
FLSA STATUS: NON EXEMPT

*Please be aware that funding for this position is awarded through a Grant/Contract over a specified period. Employment for this position beyond current Grant/Contract funding is contingent upon continued funding.

POSITION SUMMARY:
Under the supervision of the Project Director and Instructor, the Teaching Assistant will serve as assist in the planning, developing and implementing a 10-day curriculum in the designated subject assists program participants in the understanding of the program material. Given the intense nature of learning and the project-based instructional approach of the program, Teaching Assistants are essential to developing rich learning experiences by working in smaller groups, collaborating with the Lead Instructors, and providing targeted assistance to students who may be falling back during class time.

ESSENTIAL FUNCTIONS:
- Work directly with the Lead Instructor in developing and implementing instruction
- Assist with classroom activities, whether small group or other activities as agreed upon with the Lead Instructor
- Meet regularly prior to the program start date to plan the two-week curriculum, as well as meet daily with the Instructional Coordinator and the rest of the instructional team
- Provide student support beyond instruction, such as walking students to/from residence halls to classrooms, to restrooms, and occasional monitoring of students
- Providing tutoring support during evening Study Session
- Supervise students during lunch time

QUALIFICATIONS:
- Strong reading, writing, grammar, math, spelling and proofreading skills
- The ability to interact effectively with students and staff
- An interest in working with historically underserved students
- An interest in the teaching profession, must have taken at least two secondary education credential courses
EDUCATION:
Must possess at least forty-eight (48) credits from an accredited college or university and must have taken at least of the of the secondary education credential courses

PHYSICAL DEMANDS:
Prolonged sitting in front of computer. Walking, talking, hearing, pulling, bending, may carry 10-15 pounds of objects/material, not exposed to extreme noise level, use hands to finger, handle, or feel, reach with hands or arms, stoop, kneel, taste or smell.

BENEFITS:
None

APPLICATION PROCEDURE:
To be considered an applicant; you must apply through our online applicant portal found on the following site:

http://asc1app.fullerton.edu/Finance/applicant/public/default.aspx

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at ascemployment@fullerton.edu.

CSU Fullerton Auxiliary Services Corporation is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.