Instructor Assistant

University Summer Programs hires Instructor Assistants (IA) to support the instructors in all Pre-college Summer Programs. Instructor Assistants are critical to the success within the classrooms by preparing and grading tests, preparing student score assessments and course support materials and activities. Instructor Assistants are directly supervised by the Program Coordinators and work in close partnership with Instructors, Program Assistant and Associate Director. An extended list of duties can be found below. Become part of a fun and exciting summer leadership team while sharing your enthusiasm for Xavier with the next generation of college students.

**BIOStar:** is a hands-on approach to high school biology where students will cover the following topics and more: Statistics, Graphs, Organic Molecules of Life, The Cell, Energy of Life, Energy Procurement: Photosynthesis and Cellular Respiration, Biological Terminology, Medical Terminology.

**CHEMStar:** is a problem-solving and inquiry based approach to high school chemistry where students will cover the following topics and more: Scientific Notation, Matter and Its Properties, Atoms, Formulas, and Equations, Ions and Equations, Electronic Structure and the Periodic Table, Graphing, Chemical Reactions and Acids and Bases (pH scale).

**MATHStar:** is unique and action based approach to high school math where students will cover the following topics and more: Variables and Algebraic Expressions, Introduction to Equations, Advanced Work with Equations, Word Problems (Part I and II), Introduction to Inequalities, Intervals and Absolute Value, Polynomials, Graphing (Part I and II).

**SOAR:** Stress On Analytical Reasoning is a residential 3-week program that prepares high school seniors in verbal and analytical reasoning and provides early exposure to college life and science and health careers. In addition to participating in thought provoking courses and laboratory practicums participants will have the opportunity to explore the cultural richness of New Orleans through field trips and activities.

**Instructor Assistant (IAs) REQUIRED Dates:**

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<tr>
<th>BIOSTAR and MATHStar</th>
<th>CHEMStar and SOAR</th>
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| Employment Dates: May 31 - June 23  
Staff Training: May 31 - June 2 | Employment Dates: June 28 - July 21  
Staff Training: June 28 - June 30 |
| Program Dates:  
**MATHStar:** June 5-23  12:30pm-4:30pm  
**BIOStar:** June 6-23  1:00pm-5:00pm | Program Dates:  
**CHEMStar:** July 3-21  1:00pm-5:00pm  
**SOAR:** July 3-21  8:00am-12:00pm |
Instructor Assistants are responsible for the following:

- Research and prepare test and course materials
- Grade daily test and manage student grade report system
- Assist instructors with the preparation and implementation of assessment materials
- Acting as a leader and role model for all participants
- Establishing a healthy, warm and leadership rapport with students
- Enforcing the rules and guidelines as set forth by Xavier’s Pre-College Summer Programs
- Chaperoning student field trips as needed
- Assisting with opening/orientation and closing day activities
- Providing course work support and/or tutoring as needed
- Providing administrative support to instructors
- Completing other duties assigned by the leadership team

Conditions & Expectations:

- The term of part-time employment is based on the corresponding program dates.
- **IAs may not hold any other employment during their assigned work times.**
- IAs must participate in all Summer Staff trainings.
- IAs are expected to follow all the rules and guidelines set forth by Xavier University and the Summer Program Staff. Failure to do so will result in immediate termination.
- The Director of Summer Programs must approve all leave requests from Wednesday May 31 – Friday, July 21, 2017.

Qualifications:

- Strong understanding of Math, Biology or Chemistry and problem solving skills;
- Ability to teach mastering difficult concepts;
- Be interested in and possess a passion for working with young students;
- Possess the belief that all students have the ability to learn and succeed;
- Be a registered, full-time student at Xavier University (graduating seniors are eligible to apply);
- Maintain a cumulative GPA above 2.5;
- Have ability to set priorities, exhibit sound judgment, and deal effectively with the public;
- Have effective communication skills, organizational skills, and mature sense of responsibility;
- Possess a positive and uplifting attitude;
- Have the ability to be a self-starter and to complete projects with limited directions;
- Creative and innovative in subject matter;
- Confident and motivating;
- Willingness to learn new concepts and apply new skills;
- Have a sense of humor, ability to work under pressure, work independently and as part of a team;
- Exhibit a strong sense of pride for Xavier University;
- Be proficient in Microsoft Office, including Word and Excel

Compensation:

- Compensated at a rate of $12/hr for the program enrollment period

Application Process:
1. Complete the online application by March 22\textsuperscript{nd} at 5pm.
2. Email your resume and letter of interest to summerprograms@xula.edu. 
   \textit{In the email subject indicate “Instructor Assistant”}
3. Attend a Mandatory Group Interview on Friday, March 24\textsuperscript{th} from 5:30pm-6:30pm
4. Candidate Interviews will be conducted April 4\textsuperscript{th}, 10-12\textsuperscript{th} (more dates tba)

**Application Deadline March 22, 2017 at 5pm**

www.xula.edu/summerprograms/studentstaff

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<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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<tbody>
<tr>
<td>9:00-9:45 am: Tutoring</td>
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<td>8:30-9:15 am: Tutoring</td>
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<td>9:45-10:15 am: Quiz 2</td>
<td>9:45-10:15 am: Quiz 3</td>
<td>9:15-9:45 am: Quiz 5</td>
<td>9:45-10:15 am: Quiz 6</td>
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<td>10:15-12:00 pm: Ratios and Proportions /Unit fractions and Decimals</td>
<td>10:15-12:00 pm: Is It Magic?</td>
<td>10:15-12:00 pm: Solving Linear Equations Physically</td>
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<td>12:00-12:45 pm: Lunch</td>
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<td>12-1pm: Registration</td>
<td>12:45-1:00 Attendance/Lec. Review</td>
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<td>1-1:30pm: Orientation</td>
<td>1:00-2:00 Module 3</td>
<td>1:00-2:00 Lecture 6</td>
<td>1:00-2:00 Lecture 7</td>
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<td>1:30-2pm: Group Intros/HW/Quiz 1</td>
<td>2:00-3:00 Problem Solving</td>
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<td>2pm - ID Schedule</td>
<td>3:00-3:20 Break</td>
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