

SUMMER EMPLOYMENT: Teaching Assistants

(Math & College Writing – multiple positions available)

Pre-College Academy 2009

Offered by UC Berkeley's Early Academic Outreach Program
Part-time, Temporary Employment: 30 - 35 hours per week,
\$14.44-15.11/hr

Teaching Assistant Schedule

Monday – Thursday: between the hours of 9:00 a.m. – 4:00 p.m.

Dates

Faculty/Staff Retreat: May 23, 9am-4pm • TA Orientation: May 27, 28 4-7pm •
TA Training: June 2, 4-7pm • Student/Family Orientation: June 6, 9am-1pm •
Closing Ceremony: July 23, 5:30-8:30pm • Faculty/Staff Debrief: July 27, Time-TBA

PRE-COLLEGE ACADEMY (PCA) DESCRIPTION:

The Pre-College Academy (PCA) is a six-week college-preparatory summer program hosted by the Early Academic Outreach Program (EAOP) at the University of California, Berkeley. The mission of EAOP is to prepare students from under-resourced communities for admission to colleges and universities. For over 20 years, PCA has provided intensive academic enrichment for EAOP students from partner high schools in the Bay Area. PCA prepares students for their academic and professional future by providing them with the opportunity to share in the University of California's tradition of educational excellence and diversity. PCA prepares students for academic success in the following school year, including excellence in classes that meet the University of California's A-G subject requirements and enrollment in Honors and Advanced Placement courses.

PCA offers students rigorous coursework, college-style expectations and an environment of challenging academic camaraderie. Students have the choice between enrolling in a College Writing or a Math course. All students attend weekly activity sessions that range in content from career exploration and college counseling, to social events. All classes are offered on the UC Berkeley campus.

WORK SCHEDULE & DUTIES:

Primary job duties will take place at UC Berkeley. All TAs will attend training sessions before the start of the program. Each TA will be responsible for the following activities:

- Assisting teacher with set up and clean up of classroom
- Assisting teacher with classroom management and supervision of small group work
- Supporting students individually as needed
- Correcting student assignments and entering grades into online database
- Entering student attendance into online database
- Preparing course materials
- Holding in-class tutoring sessions
- Participating in trainings, meetings, and student/family orientation
- Participating in program evaluation and post-program debriefing
- Other duties as assigned

QUALIFICATIONS:

- Teaching or tutoring experience in writing or math
- Ability to teach college writing or math
- Demonstrated ability to work with diverse groups of high school students
- Experience working with low-income, first-generation college-bound students
- Ability to facilitate small-group learning and to assist students with in-class assignments
- Reliable, organized, and possesses strong communication skills
- Ability to communicate in a language other than English is a plus
- Ideal candidates will have a comfort with and demonstrated commitment to diversity, social justice, and fostering a collaborative multicultural environment.

TO APPLY: Submit completed application (available at the EAOP office or at <http://eaop.berkeley.edu>) and if applying to be a College Writing TA, please also submit a short (one-two page) writing sample to: Early Academic Outreach Program, 2150 Kittredge Street, Suite 3A, Berkeley, CA 94720-1060. For more information contact Garrett Naiman, Assistant Director for Academic Enrichment Programs, Tel: (510) 642-1744; email: gnaiman@berkeley.edu; Fax: (510) 643-5827. Positions are open until filled.