

SUMMER EMPLOYMENT: Teaching Assistant EAOP UC, Berkeley Summer Sessions: Ethnic Studies 21AC Offered by UC Berkeley's Early Academic Outreach Program

Part-time, Temporary Employment: approximately 20 - 30 hours per week, \$14.44 – \$15.11/hr

Summer Sessions Schedule

Student-Parent Orientation: June 10, 2009

Dates of class: July 6 – August 14, 2009

Lecture: Monday through Thursday, 10:00 am - 12:30 pm

EAOP Discussion: Tuesday and Thursday, 12:30 pm – 1:30 pm

Individual tutoring appointments as needed.

SUMMER SESSIONS DESCRIPTION:

The Early Academic Outreach Program (EAOP) is a University of California-sponsored program that prepares low-income and first-generation college going high school students for college. This summer, EAOP at UC Berkeley will offer Berkeley Summer Sessions for its rising 12th graders. UC Berkeley Summer Sessions courses are rigorous, regular semester courses compressed into six or eight weeks and taught by UC faculty. EAOP students enroll and study alongside UC undergraduates, earning college credit and therefore become stronger candidates for admission to the University of California and other colleges and universities. Additionally, students participate in an adjunct discussion/tutoring section for EAOP students only. EAOP students may enroll in Statistics 2 (Intro to Statistics), Ethnic Studies 21AC (A Comparative Survey of Racial and Ethnic Groups in the U.S.), or Earth and Planetary Sciences 80 (Environmental Earth Science).

WORK SCHEDULE & DUTIES:

Primary job duties will take place at the University of California, Berkeley. All tutors must attend training sessions and meetings before the start of the program and throughout the Summer Sessions course. Each tutor will be responsible for the following activities:

- Attending Student-Parent Orientation
- Attending classes & discussion sections
- Maintaining excellent knowledge about class topics (through taking notes during lecture, reading course materials and completing assignments as necessary)
- Preparing and leading EAOP discussion/tutoring sections
- Holding regular office hours and supporting students through additional tutoring as needed
- Taking attendance at classes and discussion sections
- Maintaining attendance records and providing them to EAOP staff on a weekly basis
- Participating in trainings and meetings
- Collecting, inputting, and maintaining attendance records and notifying the parents/guardians of absentees
- Participating in program evaluation and post-program debriefing

QUALIFICATIONS:

- Ability to successfully tutor students in Ethnic Studies, successful completion of Ethnic Studies 21AC preferred
- Exemplary teaching/tutoring record
- Demonstrated ability to work with diverse groups of high school students
- Experience working with low-income, first-generation college-going students
- Ability to facilitate small-group learning and to assist students with in-class assignments
- Proficient in Macintosh and MS-Windows based word processing software applications
- Reliable access to a computer and e-mail for communication with the EAOP office and students
- Must be reliable, organized, and possess strong communication skills
- Willingness to serve as a resource to students outside the classroom as needed.

TO APPLY: Submit completed application (available at the EAOP office or website <http://eaop.berkeley.edu/>) to: Early Academic Outreach Program, 2150 Kittredge Street, Suite 3A, Berkeley, CA 94720-1060. Fax: (510) 643-5827. For more information contact Garrett Naiman, Assistant Director for Academic Enrichment Programs (510) 642-1744 or via email: gnaiman@berkeley.edu. **Review of applications begins April 20, 2009.** Positions are open until filled. This is a sensitive position and those hired are subject to a criminal background check. Continued employment is contingent upon obtaining a satisfactory background check.