



Summer Institute for the Gifted Teaching Assistant Position Description

Each summer, Summer Institute for the Gifted (SIG) offers motivated students from elementary-high school the opportunity to experience life and academics on a college campus. Our dynamic programs allow students to learn more about a subject area of their interest and is a place where gifted students can be themselves and a larger community. The SIG experience is one full of exploration, laughter, potential, creativity, innovation, and fun.

As a Teaching Assistant for the Summer Institute for the Gifted Program, you will assist the classroom Instructor in student/classroom supervision, mentoring, and coaching students through their social and academic interactions daily. SIG Teaching Assistants role model for our students, a friendly, helpful, and positive attitude, while demonstrating a commitment to curiosity and learning.

This is a summer position, running mid-June through late July, dependent on the location of program. This position will work Monday-Friday daily, with hours between 7:30am-5pm, with some flexibility required.

Summer 2022 Locations:

- Bryn Mawr College
- Emory University
- Fairfield University
- University of Miami
- Montclair State University
- UCLA
- UC Berkeley
- Yale University
- University of Michigan
- Boston University

Duties and Responsibilities

- Supports Teacher with instruction in small groups, differentiation needs, activity set-up, culminating project student support, leading Brain Break activities, classroom management, and supports a safe classroom experience.
- Serves as a positive role model for the students and staff in the program. Use good judgment in decision making, problem-solving, and mentoring children/young adults.
- Seeks guidance and assistance from SIG staff regarding student related concerns and follows through on communication as needed.
- Supervises and actively participates in recreation hour activities and supports the special programs and activities offered to residential students each afternoon.
- Assists with the opening day program duties, student registration, and orientation participates in the Final Program Ceremony and closing day procedures including helping Teacher with student and program evaluations.
- Responds to all emergencies and assists in the needs of the program as directed. Adheres to policies and procedures as outlined in applicable manuals and employee handbooks.
- Additional duties as assigned.

Qualifications

- Must be at least 18 years old and eligible to work in the US
- Work and supervisory experience with children and young adults (between ages 6-17)
- Experience working with students in an academic, tutoring, mentoring, and/or recreational capacity
- Housing is not provided; Teaching Assistant should live within a daily commutable distance and is responsible for own transportation
- Availability to assist with up to two-3-week sessions

Physical Demands

- Ability to demonstrate speech clarity and recognition by speaking frequently for long periods of time to students, parents, faculty, SIG staff while conveying detailed and important information.
- Ability to work potentially without air conditioning during summer months

