



SUMMER INSTRUCTIONAL ASSISTANTS

The SDSU Pre-College Institute is seeking Instructional Assistants for our summer residential programs. The Institute's goal is to assist high potential, underachieving high school students to prepare for success in college. The six-week programs provide participants with fast-paced, intensive academic coursework and other cultural enrichment activities within a residential setting.

Qualifications:

- Must have successfully completed at least two years of college work at an academic, accredited institution
- Must be in good academic standing at an academic, accredited institution
- Prefer students whose major(s)/minor(s) are in the following: math, sciences, computers, English, or social sciences
- Must be able to communicate effectively and clearly explain subject matter to adolescents
- Must be sensitive, respectful and understanding of the needs of economically and academically disadvantaged, ethnically diverse high school students
- Instructional, tutorial and/or classroom experience working with low-income students is highly desirable

Duties and Responsibilities:

- Take initiative and assist teachers and students in assigned classes
- Attend pre-program faculty/staff orientation and weekly staff meetings
- Consult with teachers regarding students' progress in class
- Assist teachers with completion and submission of daily attendance sheets, assignment sheets and grading
- Assist students with in-class assignments individually or in small groups under the supervision of the teacher
- Tutor and assist students during study period
- Copy, collate and staple materials for teachers as needed
- Maintain communication with Program Coordinator, Academic Coordinator, Head Resident Advisor and/or other program staff
- Optional participation in the program's recreational and cultural outings

Salary: \$8.50 - \$10.00 per hour (*based on experience*); 40+ hours/week

Summer Program Dates: June 13 – July 24, 2009. (There will be two training sessions in May.)

Application Deadline: **FRIDAY, APRIL 24, 2009 4:00 PM**

Pick up an application: SDSU Upward Bound Office in Professional Studies and Fine Arts (PSFA), Room 141

Call for more information: (619) 594-6184.

E-mail us: mornelas@projects.sdsu.edu

The enclosed materials were compiled through a grant from the US Department of Education. However, the contents have not been reviewed by the Department and no endorsement should be inferred. For the 2008-09 program year: Upward Bound Classic Program is 98.19% federally funded at \$368,761 and 1.81% funded from nonfederal sources at \$6,800. Upward Bound STAR Program is 98.03% federally funded at \$293,163 and 1.97% funded from nonfederal sources at \$5,900.