

## **Camp Launch Teaching Assistant – temporary summer 2024**

Dates: July 15-19 and July 22-26, 2024; hours vary by class between 9:00am-4:00pm

Index: 2WM400

Supervisor: Dr. Mihyeon Kim | F0012L

Time Sheet Approver: Dr. Mihyeon Kim | F0012L

**Required Qualifications:** High School Graduate; current undergraduate or graduate student.

**Preferred Qualifications:** Education major; excellent communication and organization.

**General Description:** The Camp Launch Teaching Assistants will gain skills associated with leadership and teaching, and will enhance their skills in critical thinking, problem solving, mentoring, and communication. The Teaching Assistant will work with the Camp Launch Academic Instructors to provide advanced instruction and a unique academic experience for 7<sup>th</sup> – 9<sup>th</sup> grade Campers. The Teaching Assistant will provide support to the lead Instructor in charge of the class by reinforcing lessons, tutoring individual students or small groups, and enhancing the learning experience for students by supporting their teachers in and out of the classroom. Strong interpersonal communication skills and a positive, patient attitude are essential to the role. Lunch will be provided for Teaching Assistants.

### **Performance Duties**

#### **70% Instructional Support**

- Cultivate a positive, organized learning atmosphere by maintaining a fun and interactive classroom that is clean, organized, safe and engaging.
- Aid the Instructor in the execution of lesson plans, providing individual attention to Campers(s) when needed.
- Support campers' engagement, learning and acquisition of concepts, as needed.
- Provide general academic expertise to Campers and help Campers complete assignments.
- Safely supervise Campers in and out of the classroom, following all guidelines and implementing all Camp Launch standards with the guidance of the classroom Instructor.

#### **20% Technical Support**

- Prepare the classroom as directed each day.
- Help troubleshoot set-ups, as needed.
- Assist the Instructor in organizing the learning environment, preparing and maintaining materials and resources.

#### **10% Communication**

- Maintain on-going communication with the Academic Instructor to contribute to the success of the program.
- Address student questions regarding classroom procedures and concepts in a clear, concise manner.
- Respond promptly to requests for support, prioritizing tasks to maintain optimal Camp productivity.
- Maintain a customer-service focus and collaborative mindset with Camp Launch Staff, Instructors, and campers.