Instructional Assistant Positions to Support First-Year Math, Business, and Humanities Courses at UD

High-achieving undergraduate students, graduate students, teaching adjuncts, TAs, or other professionals are invited to apply for part-time positions supporting international (ESL) students in undergraduate math, business, communications, art history, linguistics and humanities courses. Classes are sheltered courses of up to 15 international students in the ELI’s Academic Transitions (AT) program.

Duties:
- Meet with 4-8 student(s) at least 2 hours per week per course in Discussion classes.
- Attend UD course lectures with ELI students (except for Math Instructional Assistants).
- Support AT students by helping them understand key vocabulary and course concepts.
- Support AT students’ language development, including vocabulary, cultural references, course readings, lectures, note-taking, and assignments.
- Teach time management and academic study skills for college success.
- Attend meetings with the course instructor and AT faculty/administrators.
- Input attendance (weekly) each session.
- Attend training and ongoing professional development.

Qualifications (Math IAs)
- Current UD student or recent graduate who has earned at least a B in MATH221, MATH241.
- Experience working on teams.
- Leadership experience.
- Foreign language experience preferred.

Qualifications (IAs in all other disciplines)
- BA or MA
- Current or recent teaching experience at secondary or university level preferred.
- Experience working with international students and/or teaching ESL
- Experience working on teams.
- Leadership experience.
- Foreign language experience preferred.

Supervisor
AT Instructional Assistant Coordinator

Hours/Wages
Math IAs, 4.5-6.5 hours a week; All other disciplines, 9-11 hours/week.
Hourly rate at $10.00 for current undergraduate students, $17.00 for leaders who have a bachelor’s degree, and $20.00/hour for leaders with a master’s degree. Contracts offered by semester with opportunities for renewal in subsequent semesters based on satisfactory performance and enrollment numbers.

Criminal Background Check
A selected applicant must have a criminal background check completed prior to commencing employment. See University policy 4--111 for further information about criminal background checks.

Apply
To apply, please send your resume with contacts for 1-2 references to Julie Lopez julo@udel.edu. Undergraduate students, please include your current GPA, student ID number and a list of all of the university courses you have taken.