Project Director: The UD Teacher Academy

Hourly Rate: $25.00

UD’s College of Education and Human Development (CEHD) is seeking a part-time Project Director to oversee a new teacher recruitment program for high school students (rising juniors and seniors). The project focuses on engaging high school students who are interested in a career in teaching and connecting them to the Teacher Education majors at the University of Delaware. The program has three major components:

1. An intensive live in summer institute, which includes the following:
   - Residence hall living to experience life on our college campus
   - College academic skill development to ensure that when the students arrive on UD’s campus as freshmen they are ready for credit-bearing courses
   - Supervised experiences working with children or adolescents
   - Seminars to increase the students’ understanding of such topics as study skills, college academic demands, and what it means to be a teacher and to have a career in education
   - Support completing their college application and financial aid/scholarship processes.

2. Advisement and registration of up to nine credits of UD coursework that will count towards their UD teacher education degree.

3. During their junior and senior years, the students will have access to virtual tutoring and mentoring as they take UD courses and prepare for college.

This position will be responsible for planning and implementing all activities for program, including the summer institute and continuous programming during the academic year.

**Project Director Responsibilities**

- Plan, implement and oversee the live in summer program
  - Includes housing, food, materials, transportation, programming and support
- Hire and supervise the course instructors, graduate students and tutors
  - Includes managing compensation and background check clearances
- Develop and implement a selection process for participants in the program
- Collaborate with appropriate state and school partners to advertise, recruit and select students for the program
- Develop individual education plans for each student
  - Includes selecting up to 9 credits of UD coursework with a timeline for completion
  - Assist with the college application and FAFSA application processes
- Coordinate virtual tutoring for all students during the academic year to ensure that students are ready for credit-bearing UD courses
- Actively engage with the students during the recruitment and yield events at UD
• Connect with UD Health Services for support during summer institute
• Plan and implement orientation and training for graduate students and undergraduate tutors
• Plan and implement all parent communication and orientation, including but not limited to permissions for background checks for program participants

Qualifications

• Bachelor’s degree in Education related field
• Strong project management skills
• Able to work independently
• Strong social skills
• Preferred experiences include the following:
  o Classroom teaching experience and/or high school programming experience
  o Working with high school students
  o Residence Life or housing experience and/or overnight camp counselor experience

Position

• Hours will vary depending on time of year and timeline of summer institute
• On-campus housing can be provided for this position during the two week summer institute
• Some night/weekend work will be required, particularly prior to and during the summer institute
• Position will be report to the Senior Assistant Dean in the College of Education and Human Development
• This is a variable hour position; it does not provide University benefits

To apply, please send resume and cover letter to Marie Senff at senff@udel.edu.

Employment offers will be conditioned upon successful completion of a criminal background check. The University of Delaware is an Equal Opportunity Employer, which encourages applications from Minority Group Members and Women. The University’s notice of Non-Discrimination can be found at www.udel.edu/aboutus/legalnotices.html.