Instructional Assistant Positions to Support ELI Introductory Courses-- FALL 2023

English Language Institute Academic Transitions (AT) and Accelerate-UD Programs
108 E. Main Street, Newark, DE 19711

High-achieving undergraduate students, undergraduate degree holders, graduate students, teaching adjuncts, TAs, or other professionals are invited to apply for part-time positions supporting international (ESL) students in introductory level courses run by the ELI.

Contact: Julie Lopez (julo@udel.edu) if interested

Duties:

● Lead one 55-min Discussion class per week of 10-14 students.
● Attend sheltered UD course with AT/A-UD students 3 hours/week.
● Communicate with the instructor about student progress and Discussion class plans 30-min per week.
● Teach academic time and task management and study skill strategies for college success.
● Support students’ language development, including vocabulary, cultural references, course readings, lectures, note-taking, and assignments.
● Attend meetings with the course instructor and AT faculty/administrators (orientation, mid-semester, end-of-semester meetings).
● Input attendance weekly and read weekly AT Team emails.
● Attend training (once a week for the first month) and ongoing professional development.

Qualifications

● Coursework towards a BA or MA
● Current or recent teaching experience at secondary or university level preferred.
● Experience working with international students and/or teaching ESL preferred.
● Experience working on teams.
● Leadership experience.
● Foreign language experience is preferred.
Supervisor

AT Instructional Assistant Coordinator, Julie Lopez (julo@udel.edu)

Hours

7 hours a week (3 hrs attending lecture, 30 min connecting with the course instructor, 1.5 hr leading Discussion class, 2 hrs class prep and communication with students & IA Coordinator)

Wages

Hourly rate at $11.75 for current undergraduate students, $17.00 for IAs who have a bachelor’s degree, and $20.00/hour for IAs with a master’s degree or higher.

These hourly positions are offered by semester based on performance and enrollment.

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.

More Information

If you would like more information, please email Julie Lopez (julo@udel.edu) to set up an appointment to meet via Zoom.

Apply

To apply, please send your resume and cover letter with contacts for 1-2 references to Julie Lopez (julo@udel.edu) and copy Aigner Scott to set up an interview (ayscott@udel.edu).