



## **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](mailto: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](mailto: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](mailto: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](mailto:julo@udel.edu)) and copy Aigner Scott to set up an interview ([ayscott@udel.edu](mailto:ayscott@udel.edu)).