

Undergraduate AT Cohort Instructor (Rolling Application / Pending Enrollment)

University of Delaware
English Language Institute
Academic Transitions (AT) Cohort Program
108 E. Main Street
Newark, DE 19711

Year-Round

Positions are offered by 7-week or 8-week session with opportunities for renewal in subsequent sessions (October, January, March, May, July, and August).

Instructor Mission Statement

The Undergraduate AT Cohort program at the English Language Institute strives to provide the necessary preparation in academic, social, and cultural skills for integration into an American undergraduate program. Our goals are:

- To have students acquire an understanding of the expectations and requirements of an American undergraduate program
- To instill in students scholarly dispositions such as engagement, motivation, and a desire to learn
- To develop students' non cognitive skills that affect retention and success, including critical thinking, realistic self-appraisal, seeking out and utilizing support structures and resources, and employing perseverance and grit when facing failure or challenges
- To have students develop the social and cultural skills for integration into American university social culture
- To promote the language skills needed to participate effectively in undergraduate programs, including university reading, public speaking, group discussions, and effective emailing

Duties

At all times, the Undergraduate AT Cohort Instructor should conduct themselves professionally and set a good example for his/her students, especially when acting in an official capacity. The Undergraduate AT Cohort Instructor not only represents his/her cohort, but also the AT program, the ELI, and UD.

Student-Centered

- Lead two 60-minute classes per week for seven or eight weeks on topics including: self-development, academic skills, organizational skills, leadership, and teamwork development. (2 hours per week)
- Plan lessons based on core curricula provided in the Undergraduate AT Cohort Handbook, Google drive, and Canvas site (2 hours per week)
- Modify, assign, and grade homework and assessments based on core curriculum materials
- Attend required cohort events which includes two weekend events over a 4-session period (approximately 8 months)
- Assess student progress based on rubrics provided with core curriculum materials
- Conduct two individual meetings per session with each student to discuss progress towards learning outcomes (mid-session and final)

Mentor-Centered

- Meet and communicate regularly with mentor (once weekly, typical)
- Assist mentor with challenge solving and student concerns. Escalate concerns to UG Cohort Coordinator.
- Oversee mentor activities: check amount and quality of time spent with students
- Elicit information and impressions about students' lives, opinions, challenges, and progress from mentor
- Encourage mentor participation and input during class
- Ask mentor for ideas and input on events and communication best practices
- Address issues (if any) that arise when working with your mentor directly first; then bring any mentor challenges to the UG AT Cohort Coordinator for further action

Administrative

- Attend two instructor meetings per session (beginning and mid-session)
- Keep records of attendance, participation, and grades for each student using Canvas LMS
- Input grades on time (mid-session and final) digitally on the grades database and on paper to the Undergraduate AT Cohort Coordinator.
- Answer emails within 24 hours
- Monitor the Undergraduate AT Cohort Google calendar and Canvas staff site for events, deadlines, and changes
- Take initiative to ask questions when instructions or communications are not clear
- Collaborate with coworkers in a collegial and professional manner
- Nominate excellent students who are eligible to graduate ELI for the Undergraduate AT Cohort award; attend graduation and present award when student is chosen
- Submit student data for no-shows
- Share and maintain Canvas course site for student records
- Attend training as necessary

Qualifications

- BA required, MA preferred
- Current or recent teaching experience at secondary level, University level preferred.
- Experience working with international students
- Experience working on teams
- Leadership experience
- Working knowledge of the University of Delaware student activities and services and familiarity with service learning at the University of Delaware and in the Greater Newark region.
- Mentoring experience is preferred.

Supervisor

Associate Director for Academic Programs

Hours

8 hours a week

Wages

Minimum of \$28.50/hr.

Apply

To apply, please send your resume, with contacts for one or two references, to the Undergraduate AT Cohort coordinator, Sarah Jayne (sjayne@udel.edu)

Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.

The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members, Women, Individuals with Disabilities, and Veterans. The University's Notice of Non-Discrimination can be found at <http://www.udel.edu/aboutus/legalnotices.htm>

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