**Teaching Assistant Job Posting (12.10.15)**

**Summary of Duties:**

Perform the duties of a teaching assistant for the UVU PREP class instructor including:

* Ensure the safety and appropriate behavior of program students ages 12-15.
* Assist instructors and program students.
* Tutor program students in the subjects of Science, Technology, and Math one-on-one or group settings.
* Grade homework and return to program students.
* Grade special assignments, quizzes and tests.
* Maintain daily program students’ records: homework, in class assignments, quizzes and tests.
* Plan, prepare and coordinate 1 hour of student Math/Science instruction daily.
* Other duties as assigned.

**Minimum Qualifications:**

* Have cumulative college GPA of 3.5 or higher.
* Mathematics, Science, Engineering, Education, Computer Science or other related majors.
* B or higher in University Trigonometry or higher math course.
* Available to work May 3, 2016 from 5 – 9 p.m. and May 5th from 5 – 9 p.m.

**Skills:**

* Lead classroom discussions/activities.
* Ability to utilize effective verbal and written communication skills.
* Ability to maintain confidentiality of student records.
* Ability to assess student work.
* Ability to maintain control of student groups.
* Ability to supervise middle school students (ages 12-15)