



**Posting Date:** November, 2020

**Position:** Teaching Assistant

**Department:** Girl's Academy of Science and Mathematics

**Hours per Week:** Part-time

Founded in 1887, Alverno College is a four-year, Catholic liberal arts college for undergraduate women sponsored by the School Sisters of St. Francis. The college also offers a robust array of graduate and degree completion programs for women and men. Student learning and personal and professional development are the central focus of everyone in the Alverno College community. As Wisconsin's first designated Hispanic-Serving Institution, Alverno enrolls a highly diverse student body of virtually every demographic and experience. It is an institution that has revered tradition and encouraged innovation for more than 130 years.

The College is seeking applicants for a part-time Girl's Academy of Science and Mathematics Teaching Assistant located in Milwaukee, WI.

#### **Primary Function:**

Teaching Assistant for the Alverno Program: Girls' Academy of Science & Mathematics. Teaching assistant will work with individual and small groups of students in either mathematics, chemistry, biology, or the senior classroom. All work is performed under the supervision of an instructor.

#### **Primary Duties and Responsibilities**

*The following information is not meant to be all-inclusive.  
Other duties and responsibilities may be assigned as necessary.*

1. Classroom Assistance
  - a. Collaborate with instructors to create an engaging classroom environment.
  - b. Provide assistance in creating and producing course documents.
  - c. Team teach classes as assigned with instructor supervision.
  - d. Design instructional strategies handouts and produce materials for course as needed.
2. Participant Communication
  - a. Work collaboratively with the instructor to maintain communication with students on a weekly basis e.g. via blogging, email, text messaging, phone.
  - b. Maintain student records of course progress. Course instructor and student worker will design reporting forms and communication forms of student progress.
3. Participate in training of new teaching assistants when applicable
4. Participate in program meetings and other College functions related to the Girls' Academy of Science & Mathematics program.
5. Demonstrate a commitment to program goals and objectives.
6. Be respectful of the College's vision of a balanced and healthy lifestyle strategy which includes the Seven Dimensions of Wellness: Career, Emotional, Environmental, Intellectual, Physical, Social, and Spiritual.
7. Comply with safety procedures and maintain classroom



8. Perform other tasks as necessary to support the mission of the College.
9. Teaching assistants are under the direct supervision of the instructor for the class they are assigned.

### **Qualifications and Education**

1. Must be a recent graduate of Alverno College (less than two years since graduation) or a current registered Alverno student. If a current student, must meet Financial Aid Satisfactory Academic Progress requirements.
2. Advanced knowledge of mathematics and science concepts and skills.
3. Ability to relate to young adult female high school students who are participants in the program.
4. Strong interpersonal skills including the ability to communicate effectively with a diverse student population.
5. Be able to work Friday evenings from 4 to 7 pm and add other times as needed.
6. Be able to devote approximately 2 hours per week on course preparation time as required by the course instructor
7. Have proficient skills in technology to include creating power points, using excel, and creating word documents.

Additional requirements for all on-campus (current student worker) jobs: 1) Undergraduates must be at a minimum of six credits to work during the academic year, graduate students must be at a minimum of three credits. Student workers do not need to be registered for summer school to work during the summer, but must be appropriately registered for fall (6+ credits for undergrads, 3+ credits for grads) in order to work in the summer; 2) If you are at unsatisfactory academic progress for financial aid, you are ineligible to work on campus.

Successful candidates will have a demonstrated commitment to promoting diversity, inclusion, and multicultural competence in an educational and work environment and must be willing to contribute to the College's strategic plan of inclusion.

### **How to Apply**

Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>

**Please attach your cover letter, resume, and list of references to the online application**

*Alverno College is an Equal Opportunity Employer and committed to workplace diversity*