



COLLEGE APPLICATION PROCESS TEACHERS' ASSISTANT SUMMER 2018

ORGANIZATION OVERVIEW

NJ LEEP is a four-year college access program working with 140+ students from underserved neighborhood in urban New Jersey in our College Bound Program (grades 9-12), over 100 alumni and over 200 parents. We help students to perform at high academic levels by building skills through law-related, mathematic, and other educational programs, developing the habits necessary for lasting success and community leadership, and offering exposure to role models who have achieved academic and professional success. For more information about our work, please go to www.njleep.org.

POSITION OVERVIEW

The College Application Process Summer Program is one of two classes that NJ LEEP rising seniors take to prepare themselves academically and emotionally for the rigors of the college application process and transition to college level work. The CAP teaching assistant will work closely with the lead instructor to ensure that the students are focused on successfully meeting benchmarks and academic goals. The teaching assistant will also offer individual and small group tutoring, editing, and feedback on all written assignments. The program runs for six weeks (1 week of training, 5 weeks of program) and requires a commitment of 35 hours per week from June 25th to August 3rd. Training will begin the last week of June.

PRIMARY RESPONSIBILITIES

Administrative Responsibilities:

- Assist teachers with their administrative responsibilities, which include:
 - Copying
 - Grading and Tracking homework and assignment completion
 - Preparing classroom activities to keep students engaged and focused
 - Monitoring, organizing, and filing financial and academic documents
- Participate and support the instruction that is designed and delivered by the lead instructor
- Help students to build confidence in subject areas and help to develop student problem solving and critical thinking abilities

Student Management:

- Monitor students during instructional periods and study hall, insuring that students are adhering to NJ LEEP standards of conduct
- Monitor students during field trips to law firms/corporations and college visits

Editing & Feedback:

- Work closely with students to develop personal statements, supplemental essays, resumes, and additional writing samples necessary for college applications.
- Provide constructive feedback for individualized student growth as it pertains to writing structure, grammar mechanics, and rhetoric.
- Communicate with students from diverse backgrounds, with a variety of learning styles, to identify and correct writing.

QUALIFICATIONS

- Strong background in writing and editing process, and/or grammar and writing skills
- Prior teaching/tutoring experience is preferred
- Positive, strengths-based communication style
- Must be available on all of the NJ LEEP summer program days without any prior scheduled commitments during the hours of program operation.

** Applicants will be required to submit academic writing prior to being interviewed. **

Compensation: NJ LEEP offers a competitive salary for employees.

Application Instructions:

Interested applicants should submit a resume and cover letter to Marissa Geraghty at mgeraghty@njleep.org with the subject line “CAP Teachers’ Assistant.” Applications received by **April 15th** will receive priority consideration.

Due to the volume of applications, only applicants selected for an interview will receive a response.

NJ LEEP is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage candidates from all groups and communities to apply.