

UNIVERSITY OF NORTHERN IOWA
IOWA MATH & SCIENCE ACADEMY



SUMMER EMPLOYMENT OPPORTUNITIES

The Iowa Math & Science Academy at the University of Northern Iowa is now accepting applications for summer employment. Applications will be accepted until February 15th or until all positions are filled. Please send your completed application, resume and transcript to:

IOWA MATH & SCIENCE ACADEMY
800 Sycamore Street
Waterloo, IA 50703

TUTOR-MENTOR IN STATISTICS

(1 position available)

Reports To: Residence Hall Coordinator, Assistant Residence Hall Coordinator, Floor Supervisor, Permanent Staff

Supervises: Program participants (high school students)

Dates of Employment: June 1, 2009 – July 17*

Salary: \$2200 (includes room and board)

QUALIFICATIONS

Must be an upperclassman (rising Junior or Senior); have a 2.50 grade point average or above; must be majoring in math, math education, or a related field; earned a grade of B or higher in an Introduction to Statistical Methods course (or equivalent); ability to tutor students in statistical methods; must be able to enforce rules; must be able to relate to high school students and/or have experience working with high school students. Must have experience with Microsoft Excel and Minitab software.

SPECIFIC DUTIES & RESPONSIBILITIES

Academic

- a. Assists the students in developing academic skills, competencies, behavior, and acquiring the knowledge and understanding of course content that facilitates academic success.
- b. Responsible for conducting Supplemental Instruction (SI) sessions in Statistics.
- c. Takes attendance and submits to IMSA office daily.
- d. Performs other reasonable duties as required by the instructor.
- e. Provides tutoring as needed by students.

Non-Academic

- a. Conducts scheduled conferences with assigned students three times during the summer component and submits completed forms to Residence Hall Coordinator.
- b. Mentor all students as needed, providing any assistance necessary to allow them to have a successful experience.
- c. Assists the Residence Hall Coordinator and Assistant Residence Hall Coordinator as needed.
- d. Supervises evening recreation activities, field trips, and other program activities during the summer program.
- e. Ensures that all rules and regulations of the Iowa Math & Science Academy are strictly adhered to by all program participants.
- f. Assist in picking up; serving, and dropping off sack lunches as needed.
- g. Attends all required pre and in-service training sessions and staff meetings.
- h. Supervises small groups on trips.
- i. Resides in the residence hall and is on duty **24 hours** each day during the summer component, when students are in residence.
- j. Performs other duties as requested by his/her Supervisors or Project Administrators.

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TUTOR-MENTOR IN CHEMISTRY

(1 position available)

Reports To: Residence Hall Coordinator, Assistant Residence Hall Coordinator, Floor Supervisor, Permanent Staff

Supervises: Program participants (high school students)

Dates of Employment: June 1, 2009 – July 17, 2009

Salary: \$2200 (includes room and board)

QUALIFICATIONS

Must be an upperclassman (rising Junior or Senior); have a 2.50 grade point average or above; must be majoring in chemistry, science education, or a related field; earned a grade of B or higher in a General Chemistry course; ability to tutor students in general chemistry; must be able to enforce rules; must be able to relate to high school students and/or have experience working with high school students.

SPECIFIC DUTIES & RESPONSIBILITIES

Academic

- a. Assists the students in developing academic skills, competencies, behavior, and acquiring the knowledge and understanding of course content that facilitates academic success.
- b. Responsible for conducting Supplemental Instruction (SI) sessions for Principles of Chemistry course.
- c. Takes attendance and submits to IMSA office daily.
- d. Performs other reasonable duties as required by the instructor.
- e. Provides tutoring as needed by students.

Non-Academic

- a. Conducts scheduled conferences with assigned students three times during the summer component and submits completed forms to Residence Hall Coordinator.
- b. Mentor all students as needed, providing any assistance necessary to allow them to have a successful experience.
- c. Assists the Residence Hall Coordinator and Assistant Residence Hall Coordinator as needed.
- d. Supervises evening recreation activities, field trips, and other program activities during the summer program.
- e. Ensures that all rules and regulations of the Iowa Math & Science Academy are strictly adhered to by all program participants.
- f. Assist in picking up; serving, and dropping off sack lunches as needed.
- g. Attends all required pre and in-service training sessions and staff meetings.
- h. Supervises small groups on trips.
- i. Resides in the residence hall and is on duty **24 hours** each day during the summer component, when students are in residence.
- j. Performs other duties as requested by his/her Supervisors or Project Administrators.

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TUTOR-MENTOR IN PHYSICS

(1 position available)

Reports To: Residence Hall Coordinator, Assistant Residence Hall Coordinator, Floor Supervisor, Permanent Staff

Supervises: Program participants (high school students)

Dates of Employment: June 1, 2009 – July 17*

Salary: \$2200 (includes room and board)

QUALIFICATIONS

Must be an upperclassman (rising Junior or Senior); have a 2.50 grade point average or above; must be majoring in chemistry, science education, or a related field; earned a grade of B or higher in a General Physics course; ability to tutor students in general physics; must be able to enforce rules; must be able to relate to high school students and/or have experience working with high school students.

SPECIFIC DUTIES & RESPONSIBILITIES

Academic

- a. Assists the students in developing academic skills, competencies, behavior, and acquiring the knowledge and understanding of course content that facilitates academic success.
- b. Responsible for conducting Supplemental Instruction (SI) sessions for Conceptual Physics course.
- c. Takes attendance and submits to IMSA office daily.
- d. Performs other reasonable duties as required by the instructor.
- e. Provides tutoring as needed by students.

Non-Academic

- a. Conducts scheduled conferences with assigned students three times during the summer component and submits completed forms to Residence Hall Coordinator.
- b. Mentor all students as needed, providing any assistance necessary to allow them to have a successful experience.
- c. Assists the Residence Hall Coordinator and Assistant Residence Hall Coordinator as needed.
- d. Supervises evening recreation activities, field trips, and other program activities during the summer program.
- e. Ensures that all rules and regulations of the Iowa Math & Science Academy are strictly adhered to by all program participants.
- f. Assist in picking up; serving, and dropping off sack lunches as needed.
- g. Attends all required pre and in-service training sessions and staff meetings.
- h. Supervises small groups on trips.
- i. Resides in the residence hall and is on duty **24 hours** each day during the summer component, when students are in residence.
- j. Performs other duties as requested by his/her Supervisors or Project Administrators.

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TUTOR-MENTOR IN COLLEGE WRITING & RESEARCH

(1 position available)

Reports To: Residence Hall Coordinator, Assistant Residence Hall Coordinator, Floor Supervisor, Permanent Staff

Supervises: Program participants (high school students)

Dates of Employment: June 1, 2009 – July 17*

Salary: \$2200 (includes room and board)

QUALIFICATIONS

Must be an upperclassman (rising Junior or Senior); have a 2.50 grade point average or above; must be majoring in English, English/Language Arts education, or a related field; earned a grade of B or higher in a college writing and research course; ability to tutor students in college writing; must be able to enforce rules; must be able to relate to high school students and/or have experience working with high school students.

SPECIFIC DUTIES & RESPONSIBILITIES

Academic

- a. Assists the students in developing academic skills, competencies, behavior, and acquiring the knowledge and understanding of course content that facilitates academic success.
- b. Responsible for conducting Supplemental Instruction (SI) sessions for College Writing and Research course.
- c. Takes attendance and submits to IMSA office daily.
- d. Performs other reasonable duties as required by the instructor.
- e. Provides tutoring as needed by students.

Non-Academic

- a. Conducts scheduled conferences with assigned students three times during the summer component and submits completed forms to Residence Hall Coordinator.
- b. Mentor all students as needed, providing any assistance necessary to allow them to have a successful experience.
- c. Assists the Residence Hall Coordinator and Assistant Residence Hall Coordinator as needed.
- d. Supervises evening recreation activities, field trips, and other program activities during the summer program.
- e. Ensures that all rules and regulations of the Iowa Math & Science Academy are strictly adhered to by all program participants.
- f. Assist in picking up; serving, and dropping off sack lunches as needed.
- g. Attends all required pre and in-service training sessions and staff meetings.
- h. Supervises small groups on trips.
- i. Resides in the residence hall and is on duty **24 hours** each day during the summer component, when students are in residence.
- j. Performs other duties as requested by his/her Supervisors or Project Administrators.●