

AIS PREP Program Assistant Mentor

Job Title: Program Assistant Mentor
Organization Name: American Indian Services- AIS PREP
Number of Openings: 4
Work Schedule: Monday- Friday
Hours per Week: 30-35
Wage/Salary Type: Hourly
Wage/Salary Amount (\$): 12
Employment Start Date: 6/15/2020
Employment End Date: 7/24/2020
Supervisor: Sunshine Shepherd



AMERICAN INDIAN SERVICES

Job Description:

Summary of Duties

- Ensure the safety and appropriate behavior of program participants.
- Attend classes and laboratories with students, assisting instructors and students as needed or requested.
- Supervise research and study period, providing educational support activities and tutoring.
- Grade homework and special assignments. Maintain records of students' work.
- Assist in preparation of special PREP activities.
- Serve as a "mentor" to students, encouraging the development of a commitment to educational achievement.

Knowledge

- Working knowledge of Calculus I and II, Logic, Statistics, Physics, Computer Science, Engineering, and/or Technical Writing, and ability to tutor these subjects in one-to-one or small groups.
- Knowledge of Microsoft Word Suite

Skills

- Supervise 15-25 junior high students
- Lead classroom discussions/activities, if asked
- Lead two hour study session daily

Abilities

- Ability to utilize effective verbal and written communication skills.
- Ability to maintain confidentiality of student records
- Ability to assess student work according to general instructional standards

Preferred Qualifications

Preference will be given to college science, mathematics, computer science, engineering, or secondary STEM education majors.

Working Conditions

- Work on ISU campus M-Th
- Fridays are special activities and field trips (transportation for field trips will be arranged from AIS/ISU campus)

Schedule

- Must be available to work from 8:00AM to 4:00PM M-Th, and 8:00AM to 3:00PM Fridays.
- Must also be available for approximately four hours of training prior to June 24TH (exact time TBD)

Minimum Qualifications

- Commitment and interest in assisting middle and high school students in their academic and personal growth.
- Completion of at least one year of college
- STEM major preferred
- If currently enrolled in college, have a 2.5 or better GPA
- Completion of Calculus I (preferred) and other advanced mathematics courses
- Prior experience working with adolescents (preferred)
- Must be available to work from 8:00AM to 4:00PM M-Th
- Must be available to work from 8:00AM to 3:00PM Fridays
- Must also be available for approximately four hours of training prior to June 15th, 2020 (exact time TBD)

*How to Apply: Please answer the following essay questions:

1. In what community or school activities have you participated in the past?
2. What leadership positions have you held?
3. What four (4) classroom rules would you set up for managing the "Research & Study" period you would supervise for a group of twenty to thirty middle school students? This time is intended for homework, tutoring individuals and small groups and educational support activities.

**Please send resume and answers to above essay questions to
Sunshine@americanindianservices.org**