



COLLEGE ACCESS PROGRAM TEACHING ASSISTANT SUMMER 2024

ORGANIZATION OVERVIEW

NJ LEEP is a college access and success program for low-income and first-generation students from the greater Newark area. NJ LEEP currently serves middle school students, high school students, college students, and family members. We help students perform at high academic levels by building skills through law-related and other educational programs, developing the habits necessary for college success and community leadership, and offering exposure to colleges, careers, and role models who have achieved professional success. NJ LEEP's model is challenging and rigorous and prepares NJ LEEP program graduates for success in college. NJ LEEP strives to be a diverse, equitable, and inclusive organization. We are committed to anti-racist principles and are actively engaged in the work of those principles, including staff trainings and creating space for dialogue around race and identity for both staff and students. For more information about our work, please go to www.njleep.org.

POSITION OVERVIEW

The Summer College Access Program (CAP) prepares rising seniors 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 of the College Application Process as well as the Great Books Lecturer, to ensure that the students are focused on successfully meeting benchmarks and academic goals. The teaching assistant will also offer individual and small group editing and feedback on all written assignments.

The program runs for six weeks and requires a commitment of 40 hours per week from June 24th to August 2nd (1 week of training and 5 weeks of programming).

PRIMARY RESPONSIBILITIES

- Provide instructional support to College Access Team, including preparing classroom activities to keep students engaged and focused, conducting review and discussion sessions as requested by lead instructor, and supporting instruction designed and delivered by the lead instructor
- Assist teacher(s) with their administrative responsibilities including grading, tracking homework and essay/writing assignment completion, and compiling weekly dashboards on class trends
- Lead small group editing team to provide holistic feedback on student writing throughout the summer

- Supervise students during instructional periods and transitions, ensuring that students are adhering to NJ LEEP standards of conduct & student safety policies
- Support & supervise non-academic programming as needed

QUALIFICATIONS

Minimum Qualifications

- Strong background in reading comprehension and writing/composition skills
- 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

Preferred Qualifications

- Prior teaching/tutoring experience is preferred

Compensation: NJ LEEP teaching assistants will be paid \$16/hour (\$640/week), paid biweekly.

Application Instructions:

Interested applicants should complete an employment application [online](#) and follow directions in the application for submitting a resume and cover letter. Applications received by **March 18th** 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. NJ LEEP does not discriminate based on race, religion, creed, color, national origin, age, gender, sexual orientation, marital or family status, veteran status or disability.