The University of Iowa TRIO Upward Bound Project

SUMMER BRIDGE SEMINAR INSTRUCTOR

BASIC FUNCTION AND RESPONSIBILITY

To create and actively teach a college transition seminar for recent high school graduates who will be attending college in the fall. The Bridge Seminar will meet four times per week on Monday-Thursday mornings (one hour per meeting, or 240 instructional minutes per week).

CHARACTERISTICS AND RESPONSIBILITIES

Instructional duties:

- Create an engaging and informative course curriculum and syllabus for the seminar. Instruction should include:
  - Specific strategies for success in the collegiate classroom
  - Academic and social expectations at the college level
  - Student services and student organizations at the college level
  - Sociopolitical, cultural and/or economic factors in one’s development as a college student
- Effectively teach the curriculum developed for the course.
- Plan and implement assigned special activities during the summer program.
- Update grades on University’s course management system (ICON) by Friday of each week.

Other duties:

- Alert Project Director and Educational Specialists to student issues as they arise.
- Attend Upward Bound orientation and training sessions during the spring and summer.
- Attend Upward Bound weekly staff meetings during the summer.
- Other duties as assigned.

SUPERVISION

The Bridge Seminar instructor receives functional supervision from the Upward Bound Educational Specialists. The Upward Bound Project Director maintains administrative supervision over all summer program staff.
QUALIFICATIONS

Required:

- Bachelor’s degree
- Ability to handle multiple assignments, conflicting demands and priorities
- Ability to employ a variety of teaching techniques and strategies

Desired:

- Experience teaching and facilitating courses for high school seniors or first-year college students
- Experience incorporating computer technology into teaching and learning
- Experience with student services issues
- Experience teaching students from low-income backgrounds, multiethnic backgrounds, and/or who are potential first-generation college graduates

Appropriate background checks (e.g. criminal background and credential checks) will be conducted.

SALARY RANGE

$1,500 - $1,800 for five weeks of service

Employee training stipend included in salary; attendance at staff training is required. Position may include some evening and weekend activities.

NON-NEGOTIABLE TRAINING DATES AND DUE DATES:

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<tr>
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<tr>
<td>May 26</td>
<td>Final Curriculum and Supply List Due Via Email</td>
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<tr>
<td>April 29 or TBD early June</td>
<td>All Staff Training</td>
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<td>June 26 - July 28</td>
<td>Classroom Teaching Weekly Staff Meetings</td>
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Applications are due on March 6, 2017.

Applicants may apply online at [http://diversity.uiowa.edu/employment-opportunities](http://diversity.uiowa.edu/employment-opportunities) or obtain a paper version of the application by visiting 24 Phillips Hall or calling or emailing Upward Bound at the below contact information.

An on-campus interview will be required. If you have questions, call Upward Bound at (319) 335-6708 or email upward-bound@uiowa.edu
If you need an accommodation in order to apply for this position, please contact the Office of Equal Opportunity & Diversity by phone at (319) 335-0705 or (319) 335-0697 (TDD) or send an email to diversity@uiowa.edu.

Employment at the University of Iowa is subject to verification of an applicant’s identity and eligibility for employment as required by immigration laws. If hired, you will be asked to provide evidence that you are legally permitted to work in the United States. This must be completed within 3 business days of starting your employment.

The University of Iowa values diversity among students, faculty, and staff and believes that a rich diversity of people and the many points of view they bring serve to enhance the quality of the educational experience at the University of Iowa.

The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, national origin, age, sex, pregnancy, sexual orientation, gender identity, genetic information, religion, associational preference, status as a qualified individual with a disability, or status as a protected veteran.

Appropriate background checks (e.g. criminal background and credential checks) will be conducted.