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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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>May 25</td>
<td>Final Curriculum and Supply List Due Via Email</td>
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<tr>
<td>June 20</td>
<td>All Staff Training</td>
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<tr>
<td>June 23</td>
<td>Summer Program kickoff picnic</td>
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<tr>
<td>June 25 – Aug. 3</td>
<td>Classroom Teaching</td>
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<td>Weekly Staff Meetings</td>
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*Applications are due on February 23, 2018.*

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

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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.