University of Iowa  
Summer Enrichment Institute  
Communication Skills Instructor Job Description

Basic Function and Responsibilities  
To actively teach engaging curriculum to secondary-level ICCSD students from underrepresented backgrounds. To motivate each student to develop strong communication skills centered around developing public speaking skills while learning about selves and creating a digital presentation of their work. To promote the development of self-identity; develop a deeper understanding of cultural awareness; and build students’ self-confidence with regards to their own cultural identity and history in order to enhance student learning and maximize the educational opportunities available.

Characteristic Duties and Responsibilities
- Further the goals of the Summer Enrichment Institute by providing differentiated project-based instruction in Communication skills centered around conducting and documenting Interviews;
- Create meaningful learning opportunities in Communication skills building using TEDEd as a model:
  - review instructional materials and resources- before 1st day of class
  - prepare lesson prior to each instructional day
  - be present and available to students before and after classes
- Implement the use of small-groups to guide and challenge students’ current understanding of their own identity through individual and small group instruction to meet the needs of individual students;
- Establish clear objectives for lessons and units and communicate these to students;
- Summarize weekly progress in writing for publication in the SEI News (program’s weekly e-newsletter) to be disseminated by the coordinator to students, parents, & CDE staff;
- Encourage students to think independently and to express original thoughts;
- Communicate with Summer Enrichment Institute staff and parents regarding student progress;
- Maintain accurate, complete records of student attendance and progress;
- Provide students with immediate, specific feedback regarding their academic progress;
- Encourage students to embrace literacy skills to become aware of the importance of these in everyday applications;
- Supervise students in out-of-classroom activities, including orientation, lunch time, field trips, closing ceremony, and end-of-program overnight trip;
- Attend regular meetings to assess programming and progress;
- Act as a role model for students in an effort to encourage them to strive towards fulfilling their scholastic and personal potential;
- Other duties as assigned.
Position Expectations

- **Respectful Interactions**: Demonstrate respect for all students, their families, the Center for Diversity & Enrichment personnel, and Summer Enrichment Institute Staff and others in the course of performing one’s duties and responsibilities.
- **Diversity and Inclusion**: Welcome the richness and talents of student participants, Summer Enrichment Institute staff, coordinating personnel and others in order to recognize the diversity of perspectives, experiences, worldviews that contribute to a productive and effective learning environment.
- **Leadership Accountability**: Represent the interest and legacy of the Summer Enrichment Institute, specifically in the use of resources to meet the demands of the program goals. Continuously strive to promote on-going growth and development of staff and students.
- **Team Orientation and Collaborative Development**: Seek opportunities to work with others under the common goal of providing the best social, cultural, and academic experience for both students and staff, including the Center for Diversity & Enrichment personnel, Computer Lab staff, and others.

Required Qualifications

- Bachelor degree in communications or related area of study;
- Experience (minimum 1 year) working with high school students;
- Exemplary written, verbal, and phone communication skills;

Desirable Qualifications

- Master degree in communications or related area of study;
- Teacher licensure;

Dates of position

This position will begin June 7, 2018 and go through July 2, 2018

Salary

$3,500

Supervision

SEI Instructors are directly supervised by the SEI Coordinator who reports to the Center for Diversity & Enrichment Academic Coach assigned to the program.

Applicants may apply by submitting a cover letter, resume, and three professional references to the Center for Diversity & Enrichment’s Summer Enrichment Institute, attention Karla Alvarez at the contact information below:

By mail – 24 Phillips Hall, Iowa City, IA 52242
By email – karla-alvarez@uiowa.edu & summerenrichmentinstitute@gmail.com

Applications are due by March 30, 2018
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.

Please direct any questions to karla-alvarez@uiowa.edu or call 319-335-3555.

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.