University of Iowa  
Iowa First Nations Summer Program  
Instructor Job Description

Basic Function and Responsibilities
To create and actively teach engaging curriculum to 9th through 12th grade students from Native American background, low-income families, and/or potential first-generation college students. Courses should prepare students to succeed in high school and gain an understanding of the Native American culture.

Characteristic Duties and Responsibilities
• Plan course work and day-to-day classroom instruction and management for a one-week program running July 13 through July 21;
• Teach class each weekday and some night/weekend participation as required;
• Utilize a variety of teaching techniques, including cooperative learning approaches, interactive instruction, and computer interactive technologies;
• Introduce students to different areas of higher education opportunities;
• Plan and attend experimental learning field trips for students, including driving students to locations;
• Complete reports on student progress;
• Assist with a detailed outline of classroom activities/curriculum;
• Create and submit detailed list of supplies needed for all classroom labs and activities as well as the source for supplies;
• Participate in scheduled non-classroom related evening and weekend activities, as assigned;
• Other duties as assigned.

Required Qualifications
• Bachelor degree and/or equivalent combination of education and experience.
• Valid driver’s license and meet the University Fleet Safety Program requirements (University of Iowa Operations Manual Part V, Chapter 19).
• Ability to handle multiple assignments and priorities.

Desirable Qualifications
• Experience teaching and facilitating courses that are presented in an extended and intensive format.
• Experience interacting with 9th-12th grade students.
• Experience teaching students from Native American background, low-income families, and/or potential first-generation college students.

Dates of position
This position will begin July 13, 2018 and go through July 21, 2018

Salary
$1,200 - $2,000, depending on experience

Supervision
Instructors are directly supervised by Center for Diversity & Enrichment Multicultural Specialists assigned to the program.

Applicants may apply by submitting a cover letter, resume, and three professional references to the Center for Diversity & Enrichment’s Iowa First Nations Summer Program, attention Corey Sutter at the below contact information:

By mail – 24 Phillips Hall, Iowa City, IA 52242
By email – corey-sutter@uiowa.edu

Applications are due by April 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 corey-sutter@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.