



# wcaty

Wisconsin Center for Academically Talented Youth  
University of Wisconsin - Madison

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## **YSSP Educational Assistant Position Description**

**Young Students Summer Program: July 30– August 5, 2017**

**Wayland Academy in Beaver Dam, WI**

The Young Students Summer Program (YSSP) offers an opportunity for bright students in grades 4-6 to challenge, stretch, and expand their academic and social horizons. This program offers unique and rigorous learning opportunities to academically talented students. Program participants enroll in one accelerated enrichment course during this one-week residential program. Students receive a first-hand introduction to college life, with access to campus classrooms, labs, libraries and recreational facilities. Courses are generally offered in science, mathematics, technology and the humanities. The Educational Assistant works as support to the instructor and ensures that students have a quality educational experience.

### **Before the Program (May – July):**

- Participate in a telephone conversation, email or in-person conversation with the instructor of the course to discuss initial plans for classroom operations and to discuss duties and expectations. Some EAs will be required to work with more than one instructor (based on class sizes).
- Attend the instructional/orientation training session before the program begins (dates will be confirmed upon employment).
- Complete all employment forms, online trainings, background checks, and send verification to WCATY

### **During the Program:**

- Assist the instructor in carrying out his/her responsibilities during all class times and offering one-on-one help to students. Be ready to help with grading papers, running errands, library research, and advance planning of activities that can enhance student learning.
- Assist the instructor during class time. Some EAs will be expected to split their time between two instructors/classes. EA classroom hours are from 9-3 weekdays with an hour for lunch. EAs may also be needed for up to one hour before class (starting at 8:00 or 8:30) or after class (3:00-4:00), or as needed for classroom preparation, grading, or coordinating instructional time with instructor.
- Attend Instructional Staff meetings: Initial parent/student/instructor meeting on Opening Day; Instructional Staff meetings (at discretion of instructor); Breakfast Meetings with Residential Staff; EA meetings with fellow EA's and the Head EA; Student Exit Interviews and Closing Ceremony on the last day of the program.
- Be responsible for walking students to lunch, class and activities, and handing them off to residential assistants.
- Assist in the open communication among staff members: instructors, residential staff, and program director.
- Be a role model for the students and maintain a professional relationship. Be aware at all times of the image you portray to them. Because of their brightness, it is difficult at times to remember that these are young adolescents.
- At the end of the program assist the instructor in classroom cleaning and packing of supplies. Complete program evaluations and submit to Program Director.
- If an EA is living on campus, they are required to run or co-run an evening workshop or activity.

### **Salary**

- \$320 - \$350 (depending on experience with WCATY) for one week of employment
- EAs will be provided lunch and dinner during the week



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## YSSP Educational Assistant Application

Submit your **resume** and **cover letter** with the following form:

Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Have you worked for WCATY previously?: \_\_\_\_\_

Have you participated in WCATY programs as a student? \_\_\_\_\_

Please select the courses in which you are qualified and interested (you may select more than one course):

Will you be requesting on-campus housing?    YES    NO

A Week in Japan: Immersion in Japanese Language  
and Culture

Exploring the Brain

Mission Impossible: Engineering Challenges

Pets' Vets: Introduction to Veterinary Science

Exploring Geometry

Sound in Space and Place

Write It!

Physics: Science in Motion

Build Your Own Nation

Improv and Creative Problem Solving

Considering Everyday Chemistry

### 2017 Employment Application Timeline:

April 28, 2017:	Application deadline
Mid May:	Applications are evaluated and select candidates may be contacted for an interview
Late May:	Program Director will confirm hiring status and position(s)

Employment offers are contingent on sufficient course enrollment and a successful background check. WCATY is unable to confirm employment as an Educational Assistant until May. This is a temporary position that lasts 1 week.

Please submit **resume, cover letter, and completed application** to WCATY. To submit your application via email, send it to Marissa Greuel, Site Coordinator, at [mrgreuel@wisc.edu](mailto:mrgreuel@wisc.edu).