



Educational Assistant Position Description

Growing Early Minds Dates: June 26th – 30th

Time: 8:30 a.m. to 12:00 p.m. (class time from 9:00 a.m. to 11:30 p.m.)

Location: UW – Madison Campus

The Growing Early Minds, Saturday classes are designed to challenge and engage advanced learners in grades two through four. Students will be exposed to multidisciplinary concepts and themes that feed their curious minds. Each class is small and designed to enrich learning and introduce new areas of interest, helping students expand their knowledge about the world and discover how much there truly is to learn. Social and emotional curriculum components will focus on fostering autonomy, encouraging development of growth mindset, and developing effective collaboration skills.

Before the Program (May-June):

- 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.
- 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 (June):

- 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 hand-on activities and small group work.
- Be responsible for supervisory duties while in the classroom and around the school.
- Assist in the open communication among staff members: instructors and program director.
- Keep observations on student growth and assist in final program student evaluations.
- 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 students.
- At the end of each day, assist the instructor in classroom cleaning and packing of supplies.

Salary

- \$200-220 (depending on experience with WCATY) for five days in June

Qualifications

- Must be at least 18 years of age and be currently enrolled in an institution of higher education
- Must be available to work the full week of the GEM program in June
- Must successfully pass the University of Wisconsin background check and have completed all forms
- Desired applications would have experience working with children, knowledge of educational strategies, and experience with classroom management



GEM 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? YES NO If "yes," what programs? _____

Have you participated in WCATY programs as a student? YES NO If "yes," what programs? _____

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

Exploring Math: Number Ninjas (2/3)

Exploring Math: Adventures in Coding (4)

Exploring Engineering: Thinking and Tinkering (2/3)

Exploring Engineering: Get Charged (4)

Exploring Science: Matter Matters (2/3)

Exploring Science: Gross Me Out! (4)

Exploring Writing: Playing with Words (2/3)

Exploring Writing: Poetry Playground (4)

Exploring Social Studies: Nation Creation (2/3)

Exploring Social Studies: Game of Economics (4)

Employment Application Timeline:

April 28: Application deadline

Late April: Applications are evaluated and select candidates may be contacted for an interview
Interviews may be scheduled earlier based upon date of application submission

Mid-May: Program Director will confirm hiring status and position

Employment offers are contingent on sufficient course enrollment and a successful background check. This is a temporary position that lasts four days.

Please submit **resume, cover letter, and completed application** to WCATY. To submit your application via email, send it to Marissa Greuel, WCATY Outreach Specialist at mrgreuel@wisc.edu.