



# wcaty

Wisconsin Center for Academically Talented Youth  
University of Wisconsin - Madison

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## **STEP Educational Assistant Position Description**

### **Summer Transitional Enrichment Program: July 22—August 24, 2018 at UW-Madison**

The Summer Transitional Enrichment Program (STEP) offers a unique and rigorous learning opportunity to academically talented students. Program participants enroll in one accelerated enrichment course during these residential programs. Students receive a first-hand introduction to college life, with access to campus classrooms, labs, libraries and recreational facilities. The Educational Assistant works as support to the instructor and ensures that students have a quality educational experience. EA responsibilities include the following:

#### **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.
- 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.
- EA classroom hours are from 9:00-3:00 with an hour for lunch from Monday-Friday. EAs may also be needed before class (starting at 8:00 or 8:30) or after class (3:00-4:00), or as needed for classroom prep, grading, etc.
- Attend Instructional Staff meetings: Initial parent/student/instructor meeting on Opening Day; Instructional Staff meetings (at discretion of instructor); meetings with residential staff; Student Exit Interviews and Closing Ceremony on the last day of the program.
- Attend EA specific meetings facilitated by the Educational Facilitator. The meeting time will be determined at training.
- Be responsible for walking students back and forth to lunch and after class in the afternoon and evening.
- Assist in the open communication among staff members: instructors, residential staff, and program director.
- In addition to those hours, EAs may be asked to assist the residential staff during 2-3 activity times (3-5 or 7-9 p.m.), Monday through Friday, during the two-week program. EA's can expect to work approximately 40-50 hours per week and will need to be somewhat flexible outside of their typical classroom hours.
- 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.
- Assist the instructor in organizing the supplies in the classroom at the beginning of the program and classroom cleaning/ packing of supplies at the end of the program. Complete program evaluations and submit to Program Director.

#### **Salary**

- \$320 - \$350 (depending on experience with WCATY) for each week of employment
- EAs will be provided lunch and dinner during the week
- Housing: If WCATY provides housing for an EA, \$100 will be taken off the weekly compensation to cover the cost of lodging and the extra meals. WCATY will provide the additional \$200 towards housing.



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## STEP 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? \_\_\_\_\_

Will you be requesting on-campus housing?    YES    NO

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

Forensic Science

Robotics: Exploring Math and Science

Mysteries of the Mind

Writing, Creatively

Engineering Missions and Design Challenges

Chemistry of Cooking

Game Design: Intro to Programming

Human Body Systems: a Pre-Med Primer

Law 101

Trendsetters: Exploring the World of Social

Kinesiology and Kinetics: Movement in Sports

Media and Economics

Middle School Actors, Well Wishing Edition

### 2018 Employment Application Timeline:

April 27, 2018:                    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 2 weeks.



The Wisconsin Center for Academically Talented Youth



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