



## **GEM Educational Assistant Position Description**

**Growing Early Minds Dates:** February 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>, and March 3<sup>rd</sup>

**Time:** 8:30 a.m. to noon (Class time: 9:00- 11:30 a.m.)

**Location:** UW-Madison Campus

The Growing Early Minds, Saturday classes are designed to challenge and engage advanced learners in grades one 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 (January):**

- 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 (February/March):**

- 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 Saturdays in February

### **Qualifications**

- Must be at least 18 years of age and be currently enrolled in an institution of higher education
- Must be available to work each Saturday of the GEM program
- 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):

- |   |   |
|---|---|
| <input type="checkbox"/> Matter Matters: Chemistry (2nd/3rd)                  | <input type="checkbox"/> Adventures in Coding: Computer Science (3 <sup>rd</sup> /4 <sup>th</sup> ) |
| <input type="checkbox"/> Artful Architecture: Math and Engineering (2nd/3rd)  | <input type="checkbox"/> Get Charged: Electrical Engineering (3 <sup>rd</sup> /4 <sup>th</sup> )    |
| <input type="checkbox"/> Mayor Madness: City Planning (2nd/3rd)               | <input type="checkbox"/> Noes to Toes: Human Anatomy (3 <sup>rd</sup> /4 <sup>th</sup> )            |
| <input type="checkbox"/> Secret Agents: Multi-Disciplinary (1 <sup>st</sup> ) | <input type="checkbox"/> Speak Up: Speech and Presenting (2 <sup>nd</sup> -4 <sup>th</sup> )        |
|   | <input type="checkbox"/> Inside Out, Upside Down: Psychology (2 <sup>nd</sup> /4 <sup>th</sup> )    |

### Employment Application Timeline:

December 11:	Application deadline
Dec 11- Dec 22:	Applications are evaluated and select candidates may be contacted for an interview Interviews may be scheduled earlier based upon date of application submission
January 12:	Program Director will confirm hiring status and position
January 16:	Position Acceptance

Employment offers are contingent on sufficient course enrollment and a successful background check. This is a temporary position that last five Saturdays.

Please submit **resume, cover letter, and completed application** to WCATY. To submit your application via email, send it to Katie Effertz at [effertz@wisc.edu](mailto:effertz@wisc.edu). You may also drop it off in the WCATY office at the address below, Attn: Katie Effertz.