



Southern Illinois University Edwardsville | Pre-Collegiate Programs

Title of Position:	Pre-Collegiate Teacher Assistant
Contact:	Dr. MaKasha Harris Assistant Director for Pre-Collegiate Programs makharr@siue.edu
Number of Positions available:	1
Contract Length:	12 Months Summer Employment Required
Average Number of Hours per Week:	20-40
Position Requirements:	May require work on weekends and evenings
Salary:	\$913.92/month during School Year
Additional Benefits:	Training Orientation Local Professional Development Opportunities Housing for the duration of the 5 week program Daily meals and Cougar Bucks for the duration of the 5 week program Entertainment Passes for the duration of the 5 week program Parking Pass for the duration of the 5 week program

Position Description:

The Graduate Assistant (Teaching Assistant) position is responsible for assisting the Office of Retention and Student Success staff in connecting with pre-collegiate and newly admitted SIUE students. During the school year, this position will assist in providing information and opportunities for preparation for post-secondary education specifically as it relates to SIUE. The Graduate Assistant will be responsible for leading several college prep presentations, workshops and activities. This position also requires some travel and evening hours. During the Summer Semester, the Graduate Assistant will serve as a Teaching Assistant for the SIUE Summer Success Program (SSP) which serves a diverse and global community of entering undergraduates in a comprehensive five-week academic residential program. It introduces scholars to the structure and climate of the university, provides them with opportunities to foster meaningful academic and social connections with peers, staff, and faculty, and challenges them to take ownership of their academic journeys. SSP Participants enroll in up to six (6) credit bearing courses in addition to participating in several seminars on personal, financial, academic, and spiritual wellness, and are each assigned an E-Plug (campus mentor) and Teaching Assistant to ensure a successful transition to SIUE. The program is managed on behalf of the university by the Office of Retention and Student Success. The intensive and rigorous program cultivates a diverse community of students and prepares them to engage actively with and meet the challenges of college life. For more information, visit siue.edu/retention/.

Required Qualifications:

1. Graduate student in good standing with the university and possessing a minimum 3.0 cumulative GPA at the time of application and throughout the period of employment
2. Experience serving first generation/low income student populations preferred
3. Previous experience as a staff member for a summer program similar to the SIUE Summer Success Program such as Summer Bridge, GEARUP or Upward Bound Preferred
4. Able to pass a drug screening and background check
5. Strong public speaking and engaging presentation skills

6. Exceptional interpersonal skills are needed, including the ability to interact effectively with the faculty; professional staff; graduate and undergraduate students; high school students; and education professionals; and the public
7. Excellent computer skills, including proficiency in Office, presentation, web tools, social media, and specialized educational software
8. Ability to work independently and to design and manage projects from concept through implementation and assessment
9. Ability to balance priorities, work with diverse teams and groups, and work under tight deadlines
10. Ability to guide SIUE and community college staff, students, and volunteers assisting with activities
11. Available to work flexible hours including evenings and weekends
12. Valid Driver's License