

# OLIVER SCHOLARS

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## SUMMER SIP - TEACHING ASSISTANT

**MISSION STATEMENT:** Oliver Scholars prepares high-achieving Black and Latinx students from underserved New York City communities for success at top independent schools and prestigious colleges. We provide crucial support for our Scholars so they can realize their full potential and ultimately give back to the city, the nation, and the world.

**JOB TITLE:** Summer SIP Teaching Assistant  
**REPORT TO:** Director of Academic Affairs  
**DEPARTMENT:** Scholar Services  
**POSITION TYPE:** Seasonal  
**FLSA:** Exempt

**SUMMARY:** Oliver Scholars seeks *current high school seniors and college students* to assist Oliver staff in operating the SIP program. Teaching Assistants will function as academic and social advisors to 7th and 8th grade students. Under the leadership of individual teachers and administrators, Teaching Assistants are responsible for ensuring an environment of community, safety, accountability, discipline, and fun for students. This position reports to the Director of Academic Affairs and is an excellent opportunity to experience various aspects of our summer immersion program.

### RESPONSIBILITIES:

- Attend virtual SIP classes as assigned (Humanities, Math, Writing, etc.)
- Partner with instructors to plan lessons, co-teach classes, grade assignments, and tutor students
- Supervise daily virtual homeroom periods.
- Guide scholars and facilitate learning in virtual breakout rooms.
- Mandatory attendance at daily virtual planning and supervision meetings.
- Monitor and record scholar attendance.
- Work with scholars 1:1 and in small groups during virtual class time and tutoring periods.
- Support specific scholars as directed by administrators, faculty, and Oliver staff.
- Mandatory attendance at all virtual orientation sessions, pre-program meetings, and post-program debrief sessions.

### QUALIFICATIONS:

- Overall GPA 3.0 or above
- Previous youth experience *preferred*
- High level of maturity, responsibility, and accountability
- Leadership experience *preferred*
- Strong communication and interpersonal skills
- Upbeat, engaging personality

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- Sense of humor

## TENTATIVE WORK SCHEDULE:

- Monday - Thursday 8:50 AM - 3:30 PM - 8th grade
- Monday - Friday 8:50 AM - 3:30 PM - 9th grade

## DATES:

- Virtual SIP Training for all SIP Staff                      Week of: June 21, 2021
- Virtual SIP date    July 6 - August 6, 2021

## DESIRED COMPETENCIES

- **Ethics** - Treats people with respect; Keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- **Adaptability** - Adapts to changes in the work environment; willing to learn new techniques and procedures; Manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- **Innovation & Initiative** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention; Looks for and takes advantages of opportunities.
- **Planning/Organizing & Project Management** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans; Communicates changes and progress; Completes projects on time and budget.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

**HOW TO APPLY:** For consideration, please forward your cover letter and resume to [Teacherjobs@Oliverscholars.org](mailto:Teacherjobs@Oliverscholars.org). Please note, "**Job Title** – [Your Last Name]" in the subject line of your email. Only applicants under consideration will be contacted. No phone calls, please.

**COMPENSATION:** Salary commensurate with qualifications and experience.

A diverse workforce and open culture are at the heart of our organization and vital to our success. Oliver Scholars is an equal opportunity/affirmative action employer. All qualified applicants will be considered for employment without discrimination based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, military status, citizenship status, or current employment status. Candidates who identify as members of historically underrepresented groups are highly encouraged to apply.