

Working Title

Teaching Assistant

Position Summary

The Technology Leadership Institute (TLI), a pre-college program in the Department of Computer Science at the University of Pittsburgh is seeking Teaching Assistants (TAs) to serve as mature and positive academic mentors for urban high school students. TAs assist with supervising students academically and supporting them with computer science projects and other program activities. TAs uphold and reinforce all policies and expectations and work closely with the Instructors and the Program Coordinator to provide academically challenging instruction and programming to the students. TAs carry out administrative tasks as assigned by the Instructor(s) and/or Program Coordinator.

Teaching Assistants (TAs) are required to:

- Arrive on time and prepared for all required work hours.
- Be available for student study sessions before and after program times, as needed by the students and determined by the Instructor.
- Monitor and supervise students during all activities.
- Assist students with projects.
- Accompany and supervise students on any field trips, as needed.
- Communicate with staff regarding scheduling, student behavior and student progress.
- Perform other duties as requested by the Program Coordinator, Program Assistant or Instructors, to fulfill the mission of the organization.
- Play an active role in promoting Computer Science.

Qualifications

- 3.0 grade point average (overall) in Computer Science, Computer Engineering or Information Science.
- 15+ credits in Computer Science or related discipline.
- Undergraduate junior, senior or graduate level student.
- Good communication skills.
- Strong problem-solving, analytical and interpersonal communications skills.
- Previous experience working with children in a classroom or camp setting is a plus.

Employment Dates

Orientation	TBD
Pre-program Meetings	TBD
Parent/Student Orientation	June 16, 2008, 5 – 8pm
Program Dates	June 23 – July 31, 2008 Mondays - Thursdays 8:30 am – 4:00 pm
Awards Program	August 1, 2008 12:00 pm – 8:00 pm

Salary

Compensation is \$10 - \$13/hour; Salary commensurate with experience.

To apply:

Send cover letter and resume to Tonya Groover at 6502 Sennott Square, University of Pittsburgh, Pittsburgh, PA 15213 or tli@cs.pitt.edu. Accepting resumes until position is filled.

4/12/2008