

Position: Head Teaching Assistant, Pre-College Summer Session

Meets July 12 to August 2, 2015.

Topics: Animation, Graphic Design, Painting, and Comic Art.

Term: Monday through Friday during the three-week Session, plus some additional weekend hours for critiques, studio visits, and final exhibition set-up

Salary: \$12.00 per hour

Afternoon Class: Up to 34 hours per week for the Session (not to exceed 102 hours) = up to \$1224 for the Session.

This is a short term, non-benefits eligible position.

Hours: Afternoon Class: 1:15 pm – 5:45 pm plus evening supervision of studio time

Approximately 28-34 hours per week comprised of in-class time, staffing the studios during evening work time (until midnight) on weekdays, and some weekend hours for critiques, workshops, and final exhibition set-up

Reports to: Administrative Director; Assistant Director, Continuing Education

Qualified candidates: will have specialized knowledge in animation, graphic design, painting, or comic art; will have experience teaching and working with teens; be energetic, organized, and reliable, have excellent communication skills; be able to foster positive and appropriate relationships with students.

Students who have completed or who are participating in the Teaching Artists Theory and Methods course are strongly encouraged to apply.

Job Description:

The Head Teaching Assistant provides support and assistance to the Instructor. Specific responsibilities include:

Assisting the Instructor in terms of student needs, supply needs, and as a teaching assistant. Assisting the Instructor in teaching students technical skills, discussing content, opportunities, and options; becoming a sounding board for the students' ideas; and offering feedback.

Creating and coordinating the Teaching Assistant work schedule for the three-week session. Ensuring that the Teaching Assistants don't exceed 30 hours of work per week during the three-week session.

Supervising the Teaching Assistants, including the communications of the day's events and assignments to the evening shift.

Be on time, and model good student behavior for the students, by staying focused on the material being taught in the class. Teaching Assistants must follow the same behavior rules as the students when on duty.

When on duty, the Teaching Assistant must devote full attention to the students. No personal work is to be done during class time.

Endeavor to form positive relationships with students and foster a creative and supportive learning environment.

Attend the PCSS Student gallery exhibition on August 1.

Evaluating the Teaching Assistants at the end of the session. This should take the form of a short written evaluation of each Teaching Assistant that should be sent to the Assistant Director of Continuing Education.

Requirements and skills:

Have the ability to stand and be active on your feet for extended periods of time and lift objects occasionally.

Must be adaptable, patient, self-motivated, communicative, and able to multitask and prioritize.

When on duty, the TA must devote their full attention to the students. No personal work, phone calls, sending text messages, etc. is to be done during classroom hours.

Model good student behavior by staying focused on the material being taught and paying close attention to the project demonstrations.

Act as an ambassador of MCAD.

Other information:

Teaching Assistants will be working with students under the age of 18, and as such will require a background check as a condition of employment. Additionally, TAs must read, understand, and agree to follow MCAD's policy against sexual violence and sexual harassment.

MCAD is an Equal Opportunity Employer.

To apply:

1. Fill out the online application form:

https://docs.google.com/forms/d/1u8i8t3_jPTntJYB75k5yJgqf3Om4QAGIR_t2FtkVIIc/viewform?usp=send_form

(Copy and paste link into browser, if necessary.)

2. Submit a cover letter and résumé to Emily Hietpas via email (ehietpas@mcad.edu) or in person to the Continuing Education office (M105).

The application deadline is March 16, 2015. Thank you for your interest!