

Position: 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, staff orientation, and final exhibition set-up.

Salary: \$9.00 per hour

Afternoon Class: Up to 90 hours for the Session = Up to \$810 for the 3-week 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

Up to 90 hours during the three-week session (maximum of 30 hours per week), comprised of in-class time; staffing the studios during evening work time (roughly 6:30 p.m. until midnight) on weekdays; plus some weekend hours for critiques, workshops, and final exhibition set-up.

Reports to: Head TA; Administrative Director; Assistant Director of Continuing Education

Qualified candidates: will have specialized knowledge in animation, graphic design, painting, or comic art; will have experience 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 Teaching Assistant assists in the classroom and studio. Specific responsibilities include:

Assisting the Instructor in teaching students technical skills, discussing content, opportunities, and options; becoming a sounding board for the students' ideas; and offering feedback.

The Teaching Assistant must 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.

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.

Act as an ambassador of MCAD.

Other information:

Teaching Assistant positions are contingent on student enrollment. In the event that a section is low enrolled, TAs will be contacted as soon as possible regarding schedule changes including reduced hours and/or reduction of TAs on staff.

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. The College does not discriminate on the basis of race, color, creed, religion, ancestry, national origin, sex, sexual orientation, disability, age, marital status, status with regard to receipt of public assistance, membership or activity in a local commission, or any other characteristic protected by law.

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!