

**St. Olaf College Upward Bound
Summer Component 2025
Position: Classroom Assistant**

Employment Dates:

- Staff Training: 6/11/2025 – 6/17/2025
 - Training Day Hours: 8:00am - 4:00 pm
 - No Training: Saturday or Sunday
- First Day for UB Students: 6/17/2025
- Summer Program Last Day: 7/15/2025

Job Description:

- Assist Lead Teachers in curriculum development
- Assist Lead Teachers in instruction and teaching in assigned curriculum areas
- Correct, and evaluate student work, when appropriate
- Play active role in classroom programming
- Maintain a safe and healthy classroom environment
- Participate in extracurricular activities, when appropriate
- Ensure students/staff are following all St. Olaf, and UB rules and guidelines
- Attend staff meetings and other duties as assigned

Minimum Qualifications:

- Current undergraduate or graduate student
- Ability to establish good rapport with students
- Experience with and ability to relate with others (high school students)
- Sensitive to target population and committed to program objectives and goals
- Strong background in subject areas
- Excellent study habits and experience tutoring

Additional Information:

- Classroom assistants can anticipate working 8:00 am - 4:00 pm, Monday through Thursday and from 8:00 am - 1:00 pm on Fridays (excluding Friday, June 16). No days off.
- Classroom assistant is paid at an hourly rate and must document work hours