

Position: **Program Assistant**  
Program: **FAME/UD Virtual Summer Program**  
Position Duration: **June 26 – July 23, 2021**

### **JOB DESCRIPTION**

You will be expected to assume the following responsibilities:

1. Have a secure location and device to guarantee the ability to be present for work at the designated times (desktop or laptop preferred).
2. Attend mandatory virtual training session on Saturday, June 26 (time to be determined/duration 4 hours) and virtual program orientation for students and families on Sunday, June 27 (time to be determined – late afternoon or early evening; duration 1-2 hours).
3. Assist instructors in their virtual classroom. Classes meet M-Th: 8:00 AM – 3:00 PM and Fridays 8:00 – 9:30 AM. Instructor needs will vary. Your instructor will confirm specific classroom expectations. Some tasks include but are not limited to: remind students to keep their cameras turned on; proctor quizzes and tests; manage breakout rooms/traffic in and out of breakout rooms.
4. Provide tutoring assistance during study hall to the students for high school level Chemistry *or* Physics *or* Calculus *or* Pre-Calculus *or* English (tutoring ability preferred but not required – evidence of course competency must be included on resume and/or letter of interest).
5. Work with the Assistant Program Director in supervising virtual study hall 7:00-9:00 PM (Monday through Wednesday).
6. Create and coordinate virtual cultural/social events and special functions. Cultural/Social events occur on Thursdays from 7:00 – 9:00 PM each week.
7. Must be available to travel to UD, Newark Campus, Fridays (July 2, 9, 16) for on campus field trips. *Transportation is the responsibility of staff members.* Assist with management of the group, including adhering to safe health practices, during campus visits (mask wearing/social distancing, etc.). Time to be determined. *This is pending COVID-19 trends and approval from University of Delaware.*
8. Attend all staff meetings and special events as designated by the Assistant Program Director and the Director of the program.
9. Carry out other assigned duties as indicated by the Director of the program.