

Position: **Program Assistant (PA)**

Program: College of Engineering  
**FAME/UD-Virtual Summer Program**

Position Duration: **June 26 – July 23, 2021**  
The Fourth of July Holiday will be observed on Monday, July 5<sup>th</sup>

### **JOB DESCRIPTION**

The FAME/UD Summer Program has an in-person *and* virtual component. PAs will be hired for either/both. Scroll to the end for separate schedules. You will be expected to assume the responsibilities detailed below. All positions are paid hourly (\$20 per hour). Individual PAs may work In-Person or Virtual or both, however, program needs will determine your schedule.

**Applicants MUST indicate which they are interested in – In-Person; Virtual; Both.**

#### **For all staff:**

1. Have a secure location and device to guarantee the ability to be present for work/activities at the designated times (desktop or laptop preferred). ALL staff members will need to be present for virtual meetings.
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. Attend all staff meetings and special events as designated by the Assistant Program Director and the Director of the program.
4. Carry out other assigned duties as indicated by the Director and Assistant Director of the program.

#### **In-Person Staff**

In addition to items 1-4 above, In-Person PAs must be able to meet the following requirements:

5. Must be available to travel to UD, Newark Campus, Fridays 10:00 AM – 12:00 PM (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 (mask wearing/social distancing, etc.). *This is pending COVID-19 trends and approval from University of Delaware.*
6. Assist the Chemistry Instructor as a Lab Assistant (1-2 PAs) each Friday from 8 – 9:30 AM.
7. Monitor the Pre-Calculus classes of students Monday-Thursday from 7:30 – 10:30 AM (2 PAs). Instructor will teach remotely, students will be in one classroom.

## Virtual Staff

In addition to items 1-4 above, Virtual PAs must be able to meet the following requirements:

8. Provide tutoring assistance during study hall (Monday-Wednesday, 7:00-9:00 PM) 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).

9. Work with the Assistant Program Director in supervising virtual study hall 7:00-9:00 PM (Monday through Wednesday).

10. Create and coordinate virtual cultural/social events and special functions. Cultural/Social events occur on Thursdays from 7:00 – 9:00 PM each week.

## In-Person Schedule

AM	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-9:00	X	X	X	X	X
9:00-10:00	X	X	X	X	X
10:00-11:00	X	X	X	X	X
11:00am-12:00pm	X	X	X	X	X
12:00-12:30pm					X

## Virtual Schedule

PM	Monday	Tuesday	Wednesday	Thursday
7:00-8:00	X	X	X	X
8:00-9:00	X	X	X	X