Position: Program Assistant (PA)

Program: College of Engineering
FAME/UD-Summer Program

Position Duration: June 25 – July 22, 2022
The Fourth of July Holiday will be observed on Monday, July 4th

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 25** (time to be determined/duration 4 hours) and virtual program orientation for students and families on **Sunday, June 26** (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. Travel to campus – Monday-Friday for the duration of the program (*transportation is the responsibility of staff members*). Adhere to safe health practices (mask wearing/social distancing, etc.) – based on University of Delaware guidelines; pending COVID-19 trends.

6. Accompany students on campus field trips: 11:00 AM – 1:00 PM (July 1, 8, 15). Assist with management of the group. *Transportation is the responsibility of staff members.*

7. Assist the Chemistry Instructor as a Lab Assistant (1-2 PAs) each Friday from 9 – 10:30 AM.

8. Monitor the Pre-Calculus classes of students Monday-Thursday from 8:45 – 11:30 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:

9. 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).

10. Work with the Assistant Program Director in supervising virtual study hall 6:45-9:00 PM (Monday through Wednesday).

11. Create and coordinate virtual cultural/social events and special functions. Cultural/Social events occur on Thursdays from 6:45 – 9:00 PM each week.

**In-Person Schedule**

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<td>8:45am-1:45pm (or until the last student leaves)</td>
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**Virtual Schedule**

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