Summer Liberal Arts Institute (SLAI) Computer Science Teaching Assistant PD

**Position Title:** Teaching Assistant (TA) for the Carleton SLAI Computer Science Program

**Who Should Apply?**
This position is open to current Carleton students in good standing with the College, including current seniors set to graduate in June 2024. The Computer Science Program is a three-week residential summer institute that gives rising juniors and seniors (and a small number of rising sophomores) in high school a chance to experience college level work in computer science. The Computer Science Program offers guided research groups; Teaching Assistants will assist one guided research group for the duration of SLAI. TAs will assist faculty with class activities, working closely with participants as they learn to identify and use systematic problem solving skills employed by computer scientists while completing a collaborative guided research project.

**Position Schedule and Benefits:**
- This position will run from July 1st - 27th as an hourly student work position. Programs begin on July 6th and any work the week prior will be a combination of training by SLAI staff, and program prep work decided by your faculty Director.
- The hourly pay rate will be $12.75/hour.
- Due to the busy schedule of this position and the many different on-campus activities, Carleton room and board will be covered during your employment.
- The maximum weekly hours for this position will be 40. The first training and prep week of employment averages 25 hours. For the three weeks during the program, students average 30-35 hours.
- This is an in-person position, and most hours will fall between 8am - 5pm CST. Some evening work may be required, and the weekly time commitment will depend on the program faculty director.

**Responsible to:**
- Dave Musicant, Director, Computer Science Program
- Faculty instructors as assigned
- Allie Lyman, Assistant Director, Summer Liberal Arts Institute

**Qualifications and Requirements:**
This position is open to current Carleton students in good standing. Both academic and conduct checks will be done to verify good standing.
- Applicants must have an interest in working with high school rising juniors and seniors, and possess the ability to help and mentor the students.
- Applicants should model appropriate behavior and time management skills.
- Applicants should have the ability to both work collaboratively with and take direction from program faculty.

**Desired Qualifications:**
- Prior experience in leadership or mentor positions with Middle or High School students.
- Completion of CS 201 (Data Structures) or the equivalent.
- Sophomore or higher standing at the time of application.
- A passion for Carleton’s educational rigor and student life; interest in sharing personal experiences with pre-college students.
• Past experience at Camps, Pre-college programs, or similar leadership roles at Carleton.

**Responsibilities:**
This position primarily supports the academic success of high school students participating in pre-college programs by directly assisting a SLAI faculty instructor within a specific program.

Job responsibilities may include, but are not limited to:
• Helping students with in-lab projects and assignments
• Helping students navigate Carleton’s learning resources
• Serving as a source of academic information for program participants
• Read the TA manual and program student materials such as the code of conduct and student behavior expectations
• Checking daily attendance
• Maintaining office hours for program participant support
• Assisting in creating and implementing lesson plans
• Guide small research groups

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• **Computer Science:** Seeking Computational Solutions
• **Fundamentals of Neuroscience:** Brain Anatomy & Chemistry
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• **Reimaging Society:** Capitalis, Socialism, & the Environment
• **Storytelling through Different Lenses:** Cognitive Psychology, Creative Writing, Music & More

**Questions?**
Thank you for considering the Teaching Assistant position. We are looking for fun, driven, and excited summer staff who are reliable and committed to ensuring a positive experience for program participants. If you are interested in the position, please apply on our website and pay close attention to the application dates.

Priority review given to candidates who complete the application form by **February 26, 2024**. The application is available at [www.carleton.edu/summer/employment/](http://www.carleton.edu/summer/employment/). In addition to completing this form, applicants must send in a copy of their transcript to Allie in the Summer Liberal Arts Institute Office. Transcripts will be reviewed by the program specific faculty director.

Any questions about this position should be directed to: Allie Lyman, ex: 4038, alyman@carleton.edu

For more information about the Summer Liberal Arts Institute visit our website at [carleton.edu/summer](http://carleton.edu/summer)