Upward Bound Michigan State University
Summer Academy Program

Summer Instructors
Posting Date: January 31, 2019
Start Date: June 26, 2019
End Date: August 2, 2019

Position open until filled, early applications strongly encouraged.

Upward Bound MSU is seeking diverse summer Instructors to teach in the following subjects:
1. Science
2. Math
3. English
4. Foreign Language (Spanish, French)

Essential Functions:

- Preparation of lesson plans for each class;
- Assist in the coordination of relevant field trips;
- Counsel students regarding tutoring needs, academic adjustments, study habits and campus related services;
- Assess, monitor, and evaluate individual students’ academic success and performance;
- Completion of student final evaluations and grades;
- Keep Upward Bound staff updated on student issues and progress;
- Be conscientious and sensitive to the diverse needs of Upward Bound students;
- Maintain confidentiality of student information;
- Serve as a role model to all students;

Applicant must have demonstrated a commitment to understanding the special academic needs of youth from diverse linguistic, cultural, ethnic, racial, urban and rural backgrounds. Applicant must be able to communicate effectively with students, high school teachers and counselors, University faculty and staff, and community agencies.

Additional Requirements:
- Attend and participate in weekly faculty meeting.
- Coordinate a class project for each grade to be featured in the Academic Showcase which will be held on July 31st.

Minimum Qualifications:
- Bachelor’s Degree required
- Master’s Degree preferred
• Michigan Teacher Certification preferred with experience teaching relevant course material, which should be documented in a letter of recommendation
• Preference will be given to applicants with experience in teaching, developing and implementing innovative materials to students to help them explore their interests, majors, and/or careers.

**Salary:**
$26.50 per hour. This position will begin with a July 1, 2019 instructor training. Instruction begins July 8th for the four week summer session and ends August 02, 2019. This position is 5-days/week M/T/Wed/Th/F from 8:30 AM to 12:30 PM with a staff meeting each Friday afternoon.

**Closing Date:**
Position open until filled, early applications strongly encouraged. The closing date for applications is May 1, 2019.

**Procedure for Applications:**
Applicant should forward a current resume, with a cover letter stating position sought and why you want to work with Upward Bound. Please include the names and phone numbers of three professional references (reference letters are also considered). Submit to antho105@msu.edu or by mail:

Dr. Stephanie Anthony,
Director and Academic Coordinator
MSU Upward Bound Program
891 Birch Road, Rm. S 36
Michigan State University
East Lansing, Michigan 48825

Please contact Dr. Anthony at antho105@msu.edu or 517-353-6701 if you have any questions.

The Upward Bound program at Michigan State University motivates talented students from low-income families to complete high school and enter a post-secondary educational institution. The program identifies students in the Lansing area and assists them in developing the academic and social skills necessary of matriculation in post-secondary education. The program, in all its aspects, operates to promote the pursuit of excellence, self-esteem, and knowledge.

The Michigan State University IDEA is Institution Diversity: Excellence in Action. MSU is an Equal Opportunity Institution.