



1400 Townsend Drive, Houghton, Michigan 49931-1295

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### **Youth Programs**

Phone: (906) 487-2219 Fax: (906) 487-1136

Website: [youthprograms.mtu.edu/employment.html](http://youthprograms.mtu.edu/employment.html) E-mail: [ypjobs@mtu.edu](mailto:ypjobs@mtu.edu)

## **Youth Programs Teaching Assistant Job Description**

### **Requirements:**

- Have completed at least one year of college or have equivalent experience
- Read and agree to the "[Expectations for Teaching Staff](#)"

### **As a Teaching Assistant You Must:**

- Welcome diversity and enjoy working with pre-college students from many different cultural, ethnic, and economic backgrounds
- Be prepared to work as part of a team, and be willing to communicate problems to the instructor, head counselors, coordinator, or others associated with the program (there are many options available to assist you with any problems you may encounter)
- Read, review, and follow guidelines outlined in the [Instructor Handbook](#)
- Always support the rules of the program (the number one priority is to ensure the safety of our students)--as far as the students are concerned, you are their teaching assistant first, their friend second
- Understand that you are a role-model to the students attending our program and therefore must follow all student rules
- Assist the instructor as needed for preparation and instruction
- Maintain a positive work atmosphere by behaving and communicating in a manner that supports students, staff, parents, and the public in general

### **Desired Qualifications:**

- Posses a current and valid drivers license with fewer than 6 points against it (Michigan equivalent)
- Complete the 90-minute Van Safety CD-ROM test with Michigan Tech's Public Safety. (Call 487-2216 to schedule an appointment to take this test at Public Safety.) You will not be permitted to drive Michigan Tech vans if you have not completed this test. Call our office when you have completed the test.

*Please review our explorations and provide us with subject areas that you can teach with your application.*

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