Teaching Assistant – Summer Online Program
Job Description

Teaching Assistants will assist a course's primary instructor(s) in teaching a course in either the Immersion program for precollege (academically advanced high school) students, developed in collaboration with the Summer Session Office. These courses are designed specifically for academic advanced high school students ready to tackle undergraduate-level material and assignments, and feature both traditional (e.g., lecture, discussion) and experiential (e.g., labs, small group projects) learning activities.

Summer Online courses are taught in an intensive, condensed format; these 100-unit courses meet for 5 weeks, Monday through Friday, July 10-August 9. There is no reading or exam period for these courses; any final exams or presentations would be given during the last class session. All classes will be remote, with synchronous sessions from either 9:00-11:00 am or 6:00-8:00 pm.

For Summer 2024, all employees must have current authorization to work in the United States. Remote Teaching Assistants must be able to perform their responsibilities from a remote location, and their remote work arrangements are their responsibility. This includes, but is not limited to, an adequate internet connection and an adequate working space. Teaching Assistants in remote courses who are current UChicago students must be in the United States when working in the program, unless they are enrolled in a UChicago Study Abroad program. Teaching Assistants in remote courses who are not current UChicago students must be in the United States when teaching for the program, specifically in California, Colorado, District of Columbia, Illinois, Indiana, Massachusetts, Michigan, New Mexico, New York, Oregon, Utah, Virginia, or Wisconsin for tax purposes.

The full description of the program can be found on our website:
https://summer.uchicago.edu/programs/summer-online

The list of courses for which we are seeking Summer Online program Teaching Assistants can be found here: https://college.uchicago.edu/summer-session/summer-session-instructional-employment

Offer contingent on successful completion of a background check. All instructors and teaching assistants must also comply with the University of Chicago's Minors on Campus policies.

Responsibilities:

- Attend all class sessions
- Plan and lead activities such as discussion sections, labs, review sessions, and writing workshops under the supervision of the course instructor(s)
- Assist with grading assignments and exams, including reviewing and commenting on them and entering them in Canvas, and recommend grades
- Hold office hours as directed by course instructor(s)
- Administrative tasks – for example, using Canvas, answering emails, setting up equipment, managing reserved readings – as requested by the course instructor(s)
- Read all assigned materials
- Participate in any meetings organized by the Summer Session Office or instructor(s)
- Bring to the attention of Summer Session staff any matters related to student attendance, progress, or other areas of concern

- Completion of mandatory training related to the Safety of Children in University Programs

Required skills and abilities:

- Documented excellence in pedagogy and course content
- Strong organizational and time management skills
- Willingness to learn and adhere to Summer Session and UChicago policies

Experience and education:

- Current UChicago graduate students (MA or PhD) in course-related field preferred, but current UChicago undergraduates, recent alumna/e, staff, and external candidates with course-related training may apply
- Prior teaching experience (including teaching assistantships) in course-related field at the university or four-year college level preferred
- Previous experience working with high school students or in an intensive summer program preferred, but not required
- Graduate student candidates must consult their department or committee chair or director of undergraduate studies about the suitability of your teaching as it relates to your academic plan.

We seek a diverse pool of applicants who wish to join an academic community that places the highest value on rigorous inquiry and encourages diverse perspectives, experiences, groups of individuals, and ideas to inform and stimulate intellectual challenge, engagement, and exchange.

The University of Chicago is an Affirmative Action/Equal Opportunity/Disabled/Veterans Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a disability, protected veteran status, genetic information, or other protected classes under the law. For additional information please see the University's Notice of Nondiscrimination.

Job seekers in need of a reasonable accommodation to complete the application process should call 773-702-1032 or email equalopportunity@uchicago.edu with their request.

Required Applicant Documents:
- Letter of application (include the course for which you are applying, which must be listed on the Instructional Employment page)
- Curriculum Vitae
- Teaching evaluations, if available
- Reference contact information for current or previous teaching supervisor and/or department advisor or chair