

Work-Study Students!

Teacher's Assistant Needed...

**...in the University of Michigan
Northwood Community English Language Program**

\$8.00 - \$9.50 / hour

JOB DESCRIPTION

**Assist teacher in children's English classes
(conduct class activities, interact with children,
make materials, set up and clean up).**

**Also assist with administrative and program tasks.
Full-time or part-time.**

QUALIFICATIONS

**Experience working with children. Excellent interpersonal,
communication, organizational and English language skills.
Experience interacting with people from various cultures.**

DATES OF EMPLOYMENT

**April 27 – June 19, 2009 *AND*
July 6 – August 25, 2009**

APPLICATION PROCEDURE

**Return OR FAX the attached application to
the Community Center,
1000 McIntyre Drive (North Campus)
Ann Arbor, MI 48105.**

FAX: 764-9999

OR

**E-mail the application to Laurie Nutt
Email: louwsma@umich.edu**

http://housing.umich.edu/northwood/esl_employment.html

Phone: 764-8463

**University Housing – A Unit of the Division of Student Affairs.
The University of Michigan is a Non-Discriminatory Affirmative Action Employer.**

WORK SCHEDULE
CHILDREN'S TEACHER ASSISTANT(S)
Northwood Community English Language Program

Spring and Summer 2009
\$8.00 - \$9.50 per hour

You must be able to work during ALL OF THE WEEKS listed below. Also, you must be able to work at least 5 hours per week. If your schedule matches our class schedule, you may be able to work 10 to 20 hours per week for both Spring and Summer semesters, depending upon the amount of your Work-Study grant..

Following are the specific dates and times we need assistants to be able to work. The dates correspond to our semester schedules. The specific times correspond to the times of our preschool- and school-aged classes. The times listed include cleanup and setup time before and after classes. We prefer to hire only one person to assist per class; however, if no one's time schedule fits all the times for one class, we will hire more than one assistant for a class.

In addition to these specific times, you will be doing project work each week before, during, and after the semester. These times, however, can be arranged according to your class schedule and the schedules of the teachers and coordinators with whom you are working.

Week of April 27

Orientation and training. Assist Language Program Coordinators in administrative tasks, teachers with materials development.

May 4 through June 12 (Spring Semester)

Monday, Wednesday, Friday: 1:00 – 3:45 pm (Preschool)
Monday and Wednesday: 3:30 – 6:00 pm (Preschool or School-Aged)

Week of June 15 (Break: Weeks of June 22 and 29)

Assist Language Program Coordinators in administrative tasks, teachers with materials development.

July 6 through August 18 (Summer Semester)

Monday through Thursday: 12:15 – 4:00 p.m. (Elementary School-Aged)
Monday, Wednesday, Friday: 1:00 – 3:45 pm (Preschool)
Monday, Tuesday and Thursday: 4:00 – 6:45 pm (Preschool)

August 19 through 25

Assist Language Program Coordinators in administrative tasks, teachers with materials development.

*There may also be opportunities to assist in Fall and Winter.

**All assignments are dependent upon sufficient class enrollment. This is not usually a problem.

Application for ESL Teaching Assistant

UM student ID # _____

1. Name _____ Email _____

2. Address _____

3. Phone _____ Best time to call _____

4. Person to be contacted in case of Emergency

Name _____ Phone _____

5. School/College in which you are enrolled _____

6. Major _____ Year in School _____

7. Do you have a Work-Study grant? ____ YES ____ NO

If YES, for which semester(s) _____ (semester) _____ (year)

For how much? _____

8. Have you had experience working with children? ____ YES ____ NO

Please describe your experience below, including the ages of the children you worked with: _____

9. What are some activities you enjoy doing with children? _____

10. Please list any foreign languages that you know or that you have studied, and indicate your ability (eg. fluent, can read, studied basics, etc.)

11. Please describe any living, travel, study, or work experience you have had outside of the United States.

12. Have you had any experience interacting with people from other countries? If so, please describe them below.

13. Please describe any clerical experience you have had, as well as computer applications you are familiar with. _____

14. References: Give the name, address, phone number, and relationship to you of three people who are not related to you. List at least one former employer.

1. _____
2. _____
3. _____

15. Please describe any community or extracurricular activities in which you have participated. _____

16. Please describe any special interests, talents, or skills that you have (e.g., play an instrument, sports, drama, art, etc.) _____

17. Please write any additional information about yourself that you would like to include. _____

18. Please look at the dates, days, and times listed on the attached "WORK SCHEDULE".

A. Are you available to work ALL of these dates, days, and times?

_____ YES _____ NO

B. If NO, please list below which of these dates, days and times you are NOT available to work. _____

19. How many hours per week do you prefer to work? (check one)

___ 0-5 ___ 5-10 ___ 10-15 ___ 15-20 ___ 20-25 ___ 25-30 ___ 30-40

20. Are you eligible to work in the U.S.? _____

21. Can you drive? _____

22. Are you currently employed by U of M? _____ If "yes" then list supervisor's name, phone and e-mail. _____