

**Teaching Assistant (in person)
Academic Summer Day Camps, PreK – Grade 6**

Teaching Assistants work closely with instructors to provide safe, challenging and differentiated experiences in the classroom. They also supervise students during breaks, lunch periods and all transition times.

Hourly Pay

- **\$16 per hour**

Locations and Dates

- Chicago (Hawthorne Scholastic Academy): June 26 – August 4 (no classes the week of July 3 – July 7)
- Downers Grove (Avery Coonley School): June 12 -July 21 (No class on 6/19 or 7/4)
- Elgin (Location TBD): June 12 – July 7 (No class on 6/19 or 7/4)
- Evanston (St. Athanasius): June 26 – August 4 (no classes the week of July 3 – July 7)

*Specific training date for each site is TBD.

Time Commitment

- Chicago and Evanston: approximately 8:15am to 4:15pm
- Downers Grove: approximately 8:30 – 12:15
- Elgin: approximately 8am - 1pm

Qualifications

- Current or past enrollment in a college undergraduate (or higher) degree program.
- Previous experience working with children in a classroom, camp, or online setting.
Preferred: Experience with high-ability and twice-exceptional students.
- Strength and mobility to supervise active children in a classroom and outdoor settings, including the ability to lift a child weighing approximately 40 pounds.

General Responsibilities

- Learn and implement CTD policies and procedures.
- Uphold and promote the CTD Honor Code among staff and students.
- Follow all CTD rules and regulations concerning staff conduct and appropriate dress.
- Assume program-related responsibilities as requested by Site Coordinator and/or Program Coordinator, including attendance at online and/or onsite training sessions.
- Provide instructional support in collaboration with Instructor, including small group facilitation and individual support.
- Set up and cleanup of classroom materials and technology.
- Document student participation and progress toward learning outcomes.
- Supervise students during breaks and transition times.
- Substitute for Instructor, if necessary.
- Review student health notes and uphold confidentiality policies.

COVID-19 Specific Requirements

- Northwestern strongly recommends COVID-19 vaccinations and boosters for people who can obtain them as a critical tool for minimizing severe illness. More information can be found on the [COVID-19 and Campus Updates](#) webpage.
- In-person CTD staff must adhere to and enforce all health and safety measures established by CTD, which may include masking, social distancing, and/or other measures if required by Northwestern University or CTD's partner institutions. *Note that these measures may change in response to updates to university policies, recommendations from public health officials, and local risk levels.*

Center for Talent Development is accredited by the North Central Association Commission on Accreditation and School Improvement (NCA CASI)

As per Northwestern University policy, this position requires a criminal background check. Successful applicants will need to submit to a criminal background check prior to employment.

The Northwestern campus sits on the traditional homelands of the people of the Council of Three Fires, the Ojibwe, Potawatomi, and Odawa as well as the Menominee, Miami and Ho-Chunk nations. We acknowledge and honor the original people of the land upon which Northwestern University stands, and the Native people who remain on this land today. Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes, including veterans and individuals with disabilities. Women, racial and ethnic minorities, individuals with disabilities, and veterans are encouraged to apply. Click for information on [EEO is the Law](#).