

Savannah River Environmental Sciences Field Station

Teaching Assistant Position Announcement

The Savannah River Environmental Sciences Field Station (SRESFS) seeks to hire at least four (4) Teaching Assistants (TAs). TAs will support the internship program and faculty members teaching undergraduate courses in natural resources and environmental sciences during the 2010 Summer Session: May 26 – June 30 and June 27 – July 31, 2010 (dates subject to change to allow for training). The ESFS Program is seeking TAs with demonstrable experience in a field station or similar settings. Applicants must have a proven track record of strong contributions to and being able to work well as part of a team. As a requirement for this position, applicants must be at least 25 years of age with a clean driving record. This position will be located in Aiken, SC. Pay will be commensurate with experience (base pay is \$2400 per session to support two courses each session) and compensation for housing is available.

Duties

This job description outlines, in general terms, the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Teaching and Learning

1. Assist in the educational and social development of student interns under the direction and guidance of the course instructors.
2. Assist in the implementation of the course objectives by each student intern and help monitor his/her progress.
3. Provide support for individual student interns inside and outside the classroom to enable them to fully participate in activities.
4. Work with other professionals associated with the Field Station, such as sponsors, the director, and program assistants, as necessary.
5. Assist course instructors with maintaining student intern records.
6. Support and tutor student interns with problems and help develop their social skills.

Administrative Duties

1. Conduct initial intern welcome session.
2. Drive student interns and instructors daily to class and other course-related trips.
3. Communicate course schedule to interns each Sunday.
4. Assist student interns with the preparation and presentation of displays.
5. Support course instructors in photocopying and other tasks in order to support teaching.
6. Undertake other duties from time to time as the course instructor requires.
7. Administer program assessment instruments to include a weekly instrument.
8. Take pictures and video of intern activities and provide to program assistant.

Standards and Quality Assurance

1. Support the aims and ethos of the program.
2. Set a good example in terms of dress, punctuality and attendance.
3. Attend each course meeting and collect all course handouts in a notebook.
4. Attend team and staff meetings as scheduled.
4. Undertake professional duties that may be reasonably assigned by the course instructor.
5. Be proactive in matters relating to health and safety.

Other Duties and Responsibilities

1. Post holder will be provided housing at USC-Aiken for the duration of the program, May 26 through July 31, 2010.
2. Evening and weekend duty may be required.
3. Working environment includes traditional classroom settings, laboratory settings, and extensive outdoor activities.
4. Post holder will be expected to learn the various rules and regulations associated with the Savannah River Site (SRS) and to pass the security background screenings conducted by SRS.
5. Submit course notebook with syllabus and grade sheet signed by instructor to Director at end of session.
6. Maintain any instruments provided for use to the students and instructors and return to the Director at the end of the session.
7. Collect badges from student interns at the end of each session and return to Program Coordinator.

Applications

Qualified candidates should send the documents requested below to the mailing address or email address provided. Please note 'TA Application' in the Subject line of any emails.

1. Resume
2. Letter of interest describing how applicant's experience and abilities will be utilized in service to the ESFS Program
3. Two (2) letters of reference
4. Driver's License Screening Form (attached)

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For more information about the ESFS Program, visit our website at: <http://www.cnrt.scsu.edu/fieldstation/>