Undergraduate CAP Cohort Instructor (Rolling Application / Pending Enrollment)

University of Delaware
English Language Institute
Conditional Admissions Program (CAP) Cohort Program
108 E. Main Street
Newark, DE 19711

Year Round
Positions are offered by 7-week or 8-week session with opportunities for renewal in subsequent sessions (October, January, March, May, July, and August).

Duties
At all times, the Undergraduate CAP Cohort Instructor should conduct themselves professionally and set a good example for his/her students, especially when acting in an official capacity. The Graduate CAP Cohort Instructor not only represents his/her cohort, but also the CAP program, the ELI, and UD.

Student-Centered

• Lead two 60 minute classes per week for seven or eight weeks on topics including: self-development, academic skills, organizational skills, leadership, and teamwork development. (2 hours per week)
• Plan lessons based on core curricula provided in the UG CAP Cohort Dropbox and Canvas site (2 hours per week)
• Modify, assign, and grade homework and assessments based on materials provided on Dropbox
• Attend required cohort events
• Once per session (minimum), meet with each student in a relational context
• Attend at least one mentor activity per week
• Assess student progress based on rubrics provided on Dropbox
• Conduct 2 individual meetings with each student to discuss progress towards learning outcomes (mid-session and final)

Mentor-Centered

• Meet and communicate regularly with mentor (once weekly, typical)
• Assist mentor with challenge solving and student concerns. Escalate concerns to UG Cohort Coordinator.
• Oversee mentor activities: check amount and quality of time spent with students
• Elicit information and impressions about students’ lives, opinions, challenges, and progress from mentor
• Encourage mentor participation and input during class
• Ask mentor for ideas and input on events and communication best practices
• Address issues (if any) that arise when working with your mentor directly first; then bring any mentor challenges to the UG CAP Cohort Coordinator for further action
Administrative

- Attend 2 instructor meetings per session (beginning and mid-session)
- Keep records of attendance, participation, and grades for each student using Canvas LMS
- Input grades on time (mid-session and final) digitally on the grades database and on paper to the Office Coordinator at 108 E. Main St.
- Answer e-mails within 24 hours
- Monitor the Undergraduate CAP Cohort Google calendar, Dropbox, and Canvas staff site for events, deadlines, and changes
- Take initiative to ask questions when instructions or communications are not clear
- Collaborate with coworkers in a collegial and professional manner
- Nominate excellent students who may leave ELI for the Undergraduate CAP Cohort award; attend graduation and present award when student is chosen
- Submit student data for no-shows
- Share and maintain Canvas course site for student records
- Attend training as necessary

Qualifications

- BA required, MA preferred.
- Current or recent teaching experience at secondary level, University level preferred.
- Experience working with international students
- Experience working on teams
- Leadership experience
- Working knowledge of the University of Delaware student activities and services and familiarity with service learning at the University of Delaware and in the Greater Newark region.
- Mentoring experience is preferred.

Supervisor
Associate Director for Academic Programs

Hours
8-10 hours a week

Wages
Minimum of $19.77/hr.

Apply
To apply, please send your resume, with contacts for 1-2 references, to UG CAP Cohort Coordinator, Rachel Lapp (rlapp@udel.edu)

Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.
The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members, Women, Individuals with Disabilities, and Veterans. The University's Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.htm