

Office/Department: English/Humanities

Hours: 10-15 hours per week, flexible

Job Title: Learning Associate - EN101

Supervisor Contact: Jeanie Tietjen, 781.239.2203

Job Duties/Requirements: Learning Associate (LA) will provide overall support for one section of EN101, including tutoring and leading in-class discussion groups. Must have strong reading and writing, interpersonal skills, as well as an interest in student writing. Must be responsible, professional and relate well with faculty, staff and students.

Working as an LA serves as a valuable teaching and learning experience whereby the supervisor functions in a mentor capacity for the semester-long position.

- The LA will observe the supervisor's English 101 class 2-3 times weekly.
- The LA will meet with the supervisor to discuss the teaching of composition, particularly as it pertains to the trauma-informed practices.
- During the second half of the first semester, the LA may begin to help students during small group assignments or peer editing, as appropriate.
- LA is required to keep a journal of his or her experiences with the mentor and the class that illustrate some of the special teaching moments the LA encountered.
- At the end of the semester, supervisor will write a brief evaluation of the LA's classroom performance and journal during the semester.
- **Instructions:**

Contact the above mentioned supervisor if you are interested in this position.

Please Note:

Student must qualify for Federal Work-Study in order to be officially hired.

Please contact the Financial Aid office at 781-239-2600 or finaid@massbay.edu to confirm your eligibility for Federal Work-Study.

Once you are hired you must meet with a financial aid staff member BEFORE you begin working. Students who begin working without having completed all required documents and/or meeting with a financial aid staff person WILL NOT BE PAID for those hours worked.