TITLE: STEMM Teaching Assistants (TAs)

POSITION PURPOSE

The CPASS Foundation is seeking dedicated Science, Technology, Engineering, Math, & Medicine (STEMM) Teaching Assistants (TAs) to join our team for a seasonal summer job, supporting our STEMM Scholars Academy, a five-week high school residential program. As a STEMM TA, you will play a crucial role in helping our scholars develop into STEMM practitioners who are socially conscious and committed to making a positive impact on their communities, both locally and globally. If you're passionate about working with youth underrepresented in STEMM and dedicated to their growth, we encourage you to apply for this opportunity. During your onboarding period, you will participate in comprehensive training sessions led by our experienced trainers.

Position Details

- **Temporary Position:** This is an exempt non-benefited position
    - **All Staff Training**
        - Training will take place from June 10 – July 3, with a mix of evening sessions (approximately 3 hours), full-day sessions (up to 8 hours beginning June 23), and asynchronous work.
        - Training will be conducted both virtually and in person, with schedules varying during this time. *Specific dates and times will be provided during the interview process.*
        - **In-Person Training:** July 1 – July 3, 2025. (Full-time)
    - **CPASS STEMM Scholars Academy**: July 5, 2025 – August 9, 2025 (Full-time, In-Person).
- **Compensation**: $2,000 stipend, room, and board

Should the employee miss any hours or days of work, the daily and therefore total compensation will be adjusted accordingly. If your assignment ends earlier than we anticipate for any reason, your compensation may also be reduced accordingly.

Role and Responsibilities:

As a member of the Academic Team, you will report to the Lead Instructor (LI) and be responsible for collaborating with the STEMM Instructors (Math, Science, STEMM Bootcamp, & Digital Literacy) to ensure Scholar outcomes are achieved as outlined in the curriculum provided for each course. The scholars will attend classes daily at Lewis University.

Key Responsibilities

- Provide in-class support, including managing materials, assisting with experiments, and facilitating group work.
- Support lesson implementation, including facilitating discussions, assisting with assignments, and addressing questions.
- Attend evening study hall (Monday–Friday) to provide additional academic assistance to scholars.
- Collaborate with instructors to prepare lesson plans, resources, and activities.
- Assist with grading, tracking Scholar progress, and recording attendance.
- Provide real-time feedback to Scholars on their work and support their skill development.
- Offer one-on-one or small group support to Scholars who need additional help.
- Maintain classroom structure and organization during virtual and in-person lessons.

As a Teaching Assistant your role will encompass a variety of essential tasks:

- **Administrative Support**: Assist with organizing materials, preparing resources, and maintaining accurate records. Help instructors with grading assignments and managing classroom logistics.
- **Scholar Engagement**: Build positive relationships with Scholars, creating an encouraging and inclusive learning environment. Address individual scholar needs, including those related to learning barriers or language challenges.
- **Team Collaboration**: Work closely with instructors and residential staff to ensure seamless program execution. Attend staff meetings and provide input on program improvements.
- **Instructional Support:** Step in as the lead in the event the instructor is absent or requires additional support, ensuring continuity of learning.

Below is the academic schedule based on each class during the 5-week Academy. Academic staff are expected on campus at least 30 minutes before the start of their class and attend weekly community and staff meetings.

<table>
<tr><th>Mon</th><th>Tues</th><th>Wed</th><th>Thur</th><th>Fri</th></tr>
<tr><td colspan="5"><u>STEMM Bootcamp Year 2</u> &
<u>Math Year 3</u>
8:45-10:15 AM</td></tr>
<tr><td colspan="5">Break: 10:15-10:30 AM</td></tr>
<tr><td colspan="5"><u>Science Year 2 & 3</u>
10:30-11:30 AM</td></tr>
<tr><td colspan="5">LUNCH: 11:30-12:30 PM</td></tr>
<tr><td colspan="5">Transition: 12:30-12:45 PM</td></tr>
<tr><td colspan="5"><u>STEMM Bootcamp Year 3</u> &
<u>Math Year 2</u>
12:45-2:15 PM</td></tr>
<tr><td colspan="5">Transition: 2:15-2:25 PM</td></tr>
<tr><td><u>ELA Year 2</u> &
<u>College Prep Year 3</u>
2:25-3:25 PM</td><td><u>Digital Literacy
Year 2 & Year 3</u>
2:25-3:25 PM</td><td><u>ELA Year 2</u> &
<u>College Prep Year 3</u>
2:25-3:25 PM</td><td><u>Digital Literacy
Year 2 & Year 3</u>
2:25-3:25 PM</td><td><u>ELA Year 2</u> &
<u>College Prep Year 3</u>
2:25-3:25 PM</td></tr>
<tr><td>Break: 3:25-3:30PM</td><td rowspan="3"></td><td>Break: 3:25-3:30PM</td><td rowspan="3"></td><td>Break: 3:25-3:30PM</td></tr>
<tr><td><u>ELA Year 3</u> &
<u>College Prep Year 2</u>
3:30-4:30 PM</td><td><u>ELA Year 3</u> &
<u>College Prep Year 2</u>
3:30-4:30 PM</td><td><u>ELA Year 3</u> &
<u>College Prep Year 2</u>
3:30-4:30 PM</td></tr>
<tr><td colspan="3"></td><td>Community Meeting
4:30-5:30 PM</td></tr>
<tr><td>Math & Study Hall
6:30-8:30 PM</td><td>Math & Study Hall
4:00-5:00 PM</td><td>Math & Study Hall
6:30-8:30 PM</td><td>Math & Study Hall
4:30-5:30 PM &
7:45-9:00 PM</td><td>Study Hall
6:30-7:30 PM</td></tr>
</table>

STEMM Course Descriptions:

- **Math 2 -** This course provides a fundamental understanding of key mathematical concepts and problem-solving techniques essential for success in mathematics and related fields. Scholars will explore linear functions, systems of equations, quadratic functions, and measurement principles, gaining proficiency in applying mathematical tools to analyze and solve real-world problems.
- **Math 3 -** This course provides a comprehensive exploration of advanced mathematical functions essential for understanding higher-level mathematical concepts and real-world applications. Scholars will delve into polynomial, rational, exponential, logarithmic, trigonometric, and polar functions, gaining a deep understanding of their properties, behaviors, and applications.
- **Science 2 -** This course provides an in-depth exploration of fundamental concepts in chemistry essential for understanding the composition, structure, and behavior of matter. Scholars will delve into the structure and properties of matter, chemical bonding and interactions, chemical quantities, and chemical transformations, gaining proficiency in applying chemical principles to analyze and solve real-world problems.
- **Science 3 -** This course offers a comprehensive study of fundamental principles in physics, focusing on vectors, kinematics, forces, energy, and momentum. Through theoretical concepts and practical applications, Scholars will gain a deep understanding of the laws governing motion, forces, and energy transformations in the physical world.
- **STEMM Bootcamp 2 & 3 -** This project-based learning course is designed to engage Scholars in hands-on, inquiry-based projects that integrate concepts from math, science, English, college preparation, and digital literacy. Through a series of structured phases, Scholars will define questions or purposes, conduct research, develop hypotheses, design & conduct experiments or build & test solutions, analyze data, draw conclusions, and ultimately present their findings to the public.

ABOUT CPASS FOUNDATION

CPASS Foundation introduces middle school, high school, and college Scholars from underrepresented backgrounds to STEMM fields, majors, and career opportunities. We provide access to STEMM-related activities, education, and training, fostering confidence and expanding career pathways in industries like technology and healthcare.

Through partnerships with universities, medical schools, and organizations, we offer enriching after-school, weekend, and summer programs that strengthen STEMM skills.

Our STEMM Scholars Academy is a five-week, immersive summer program where high school Scholars explore STEMM on a college campus alongside peers. Partnering with institutions like the Griffin Museum of Science and Industry, The Chicago School, and Lewis University, the Academy allows our Scholars to return for up to three summers. The program includes courses in math, science, project-based STEMM workshops, college prep, social justice, and English language arts.

Beyond the classroom, Scholars gain networking opportunities with STEMM professionals of color, industry partner visits, mentorship, and year-round academic support—including intensive math enrichment, career workshops, and college prep—all at no cost.

Position requires walking, sitting, and standing day to day. Climbing stairs, running, and participation may be required during community activities. Lifting and carrying up to 20 lbs. of supplies may be required. Staff must adhere to COVID-19 safety precaution protocols put in place. All scholars and staff will be required to comply with the CPASS and university vaccine mandate for in-person programming. However, vaccine exemptions will be

considered based on medical exemptions, disability accommodations, or religious objections on a case-by-case basis.

MISCELLANEOUS

Performs other duties as assigned.

PREFERRED QUALIFICATIONS

Required Education: Pursuing or completed a bachelor's degree with demonstrated experience teaching or tutoring in the STEMM subjects listed above.

Minimum Competencies:

- **Passion for Education**: A deep passion for empowering underrepresented high school scholars on their journey through the STEMM fields.
- **Educational Expertise**: Background or coursework in STEMM fields.
- **Effective Communication**: Strong communication skills for collaboration with academic staff, scholars, and the Program Director. Ability to adapt to a dynamic and collaborative environment.
- **Time Management**: Effective time management skills to coordinate and participate in academic activities
- **Commitment**: A commitment to the values and mission of the program and a belief in empowering young minds in STEMM. Experience working with high school students in educational or mentoring capacities.

PERFORMANCE METRICS

1. Execution and delivery of assigned projects
2. Number of project deliverables that meet the expectations of the funders and collaborating partners
3. Satisfaction from team members and partners

HOW TO APPLY

- Complete an online application **here,** the application includes a place to upload your resume and cover letter and to provide written responses to specific prompts.
- Address cover letters to the Hiring Committee. No phone/email inquiries will be accepted.
- Candidates must pass all background checks.
- These roles are contractual
- These roles will close when filled.

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Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status. CPASS encourages applications from women, people of color, individuals with disabilities, and lesbian, gay, bisexual, transgender, and gender non-conforming individuals.