

HCOP Employment Opportunities

Application Deadline: December 1, 2020

Available Position: **ACT Prep Instructor**

Program: Summer HAPPEN

Department: Health Careers Opportunity Program (HCOP)

Dates: July 5 – July 24, 2020 (three weeks)

Hours: 40 hours per week

PAY: \$900.00 per week

HAPPEN Program Description

HCOP provides academic and support services for disadvantaged students desiring a career in dentistry, medicine, pharmacy and allied health. The program is designed to help in the transition from high school to the college environment. The three-week academic enrichment program is scheduled for July 5 – July 24, 2020. This position begins on July 5 to attend a one day orientation before the students arrive on July 6th.

During the program, students participate in 6 to 8 hours of educational activities five days per week, with recreational activities scheduled on Saturdays. Sunday's, students are free to sign in and out as they like, to visit the Student Rec Center, spend the day with parents, or study. This position is not required to participate in weekend activities but is welcome to participate in all activities.

Position Description

The ACT Prep Instructor provides assistance to students who are enrolled in the HCOP H202 summer program. Students are provided an online ACT study course while participating in the program. The instructor will answer questions that students may have, as well as work individually with each student as they work through the ACT prep sessions. The instructor will also serve as a liaison between the students and the program staff. The position is designed to foster an atmosphere for student learning, social, cultural, and emotional growth in the dormitory by serving as an advisor to the residents while additionally providing assistance and support as they complete their course assignments.

Duties

1. Create a class schedule around other enrolled classes in collaboration with HCOP program and course study halls
2. Create a general lesson plan of how the class will progress through the online resources (book, practice tests, etc.)
3. Be familiar with and able to navigate easily through the ACT website
4. Create individualized progress plans for each student
5. Have a working knowledge of WVU's resources and services in order to assist students
6. Promote a positive, community atmosphere in and out of the classroom
7. Assist in tutoring during daily study hall hours
8. Assist students with understanding expectations of the class and the ACT Prep Instructor
9. Attend weekly meetings with the HCOP program specialist
10. Be aware of attitudes and behavioral patterns of students & report to HCOP leadership right away
11. Report violations of the HCOP and University conduct codes
12. Maintain a daily log on student activities and/or issues that may arise.

Position Qualifications

1. Excellent oral and written communication skills
 2. Skill in cultural sensitivity and an ability to effectively communicate and interact with persons from diverse economic, educational, and cultural backgrounds are necessary for satisfactory performance
 3. Demonstrated ability to foster working relationships with disadvantaged students
 4. Demonstrated ability to manage and organize multiple tasks, prioritize tasks, and work with frequent disruptions
 5. Demonstrated ability to make decisions logically and quickly and to adapt to rapidly changing demands and priorities
 6. Ability to maintain confidentiality - the nature of the work environment requires a high level of awareness and professionalism with issues regarding student confidentiality
 7. Must be fully committed to the entire 4 weeks of the program
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- ❖ At least 2 yrs. College required
 - ❖ Minimum 3.0 GPA overall with demonstrated ability in English & mathematics beyond an introductory level
 - ❖ If hired, must successfully pass a background check

HCOP does ***not*** provide the following:

- Parking
- Parking costs, fees or parking tickets obtained while on or off duty
- Meals
- Housing

Rules and regulations on campus apply to instructors and students alike.

This is a salaried position.

It is mandatory to be accessible at all times during the program, so cell phones must remain on during work hours.