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**Job Title:** BIOL 1730 (Human Body Systems) ABE Support Instructor (part-time)  
**Reports to:** Program Manager, College Readiness Academy

**Position Description:** The Human Body Systems ABE Support Instructor will teach several BIOL 1730 support classes for future healthcare professionals. HBS, as it is commonly known, is a prerequisite for students who are entering practical nursing, phlebotomy, respiratory therapy, and surgical technology. The Support Instructor meets the learning needs of students who find HBS content challenging, both native- and non-native speakers of English. S/he works in partnership with technical instructors, who teach the college-credit class. The Support Instructor runs a non-credit support class that clarifies physiological concepts and medical terminology presented in the college-credit class and reviews them at a slower pace in a small group setting. Support classes take place at Saint Paul College but are managed by the International Institute. The position has been funded by Local Initiatives Support Corporation (LISC) for two semesters and will continue to be funded for four more semesters.

### **Background**

The International Institute has been offering educational programs to foreign-born clients in their Medical Careers Pathway for almost thirty years. In addition to a free nursing assistant training program, the Institute offers free college preparation with a focus on healthcare, a free TEAS preparation class, and free academic support for biology and composition classes, which are required for nursing students at Saint Paul College.

### **Job Qualifications:**

- Bachelor's degree in secondary education, English, TESOL, and/or biology
- Experience in secondary school teaching or college-level teaching in ESL and biological sciences OR work as a nurse or other medical professional combined with teaching experience
- Experience and interest in working with New Americans and other under-served groups
- Excellent written and verbal interpersonal/communication skills
- Willingness and ability to collaborate with college instructors

### **Duties:**

- Teach Human Body Systems bridge (12 – 24 hours before the start of each semester) and support classes (4 – 6 hours/week) at Saint Paul College.
- Assist students in overcoming academic barriers to successful learning
- Modify curriculum materials, as needed, to review and consolidate students' understanding of class content
- Maintain accurate attendance records and manage registration paperwork
- Assist in administering TABE tests at the beginning and end of the program.
- Ensure that students submit required documentation

- Manage the Institute's HBS database
- Liaise and/or attend meetings with technical instructors as often as needed to ensure continuity between the college-credit classes and support classes.
- Report regularly to supervisor to ensure optimal service to students and communication between the Institute and Saint Paul College
- Prepare program reports and recommendations for subsequent classes, as instructed by funding agreements and supervisor

**Start date:**

- Early-mid August 2017
- Class times have not yet been set but will very likely be three 2-hour blocks between 10:00 am and 2:00 pm several days a week

**To Apply:** Please send résumé and cover letter to Ms. Merle Greene for consideration at [mgreene@iimn.org](mailto:mgreene@iimn.org)