



1694 Como Ave, Saint Paul, MN 55108 • Phone: (651) 377-8626 • Fax: (651) 647-9268 • www.iimn.org

Classroom Assistant

Position available: Classroom Assistant for Hospitality Program, unpaid

Type: Part-time 8-12 hours/week, 3 days a week, days and times negotiable.

Supervised by: Lynn Thompson, Program Manager and Instructor

Number of Positions Open: 1

Description:

The Hospitality Intern will assist students in IIMN's Hospitality Program in the classroom. The Hospitality Intern will work directly with students in the Hospitality classes as they learn industry specific English, job skills, practice for job interviews and prepare for the American workplace environment. Students in the Housekeeping and Dietary Aide class are often new to the US, have never worked before in the US or are looking to find entry level positions in the healthcare or hospitality industry. Students often face barriers to employment such as, low English ability, transportation, lack of childcare and unstable housing.

Interns who have enjoyed this internship in the past have been patient, energetic, comfortable with independent problem-solving, and interested in tutoring.

Qualifications:

- o Interest in ESL learners and ability to work with diverse groups of students
- o Good communication and computer skills
- o Ability to work flexibly, independently problem solve, and identify solutions to issues that arise
- o Collaborates well with a diverse team in decision-making and project development
- o Demonstrated interest in refugee and immigrant issues

Duties:

- o Assist lead teacher in classroom (in person)
- o Assist students with Northstar Digital Literacy and proctor exams as needed
- o Assist students in accessing community resources as needed.
- o Help create an energetic and positive environment for adult learners
- o Modeling excellent employee behavior

To Apply: Send resume and cover letter directly to Lynn Thompson at ltompson@iimn.org.