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## **College Readiness Academy Hyflex Class Intern**

**Position available:** Classroom Assistant for College Readiness Academy, unpaid

**Type:** Class time 10am-1pm, Tuesday, Wednesday, Thursday.

**Start/End Dates:** Sept 6, 2022 – December 16, 2022

**Supervised by:** Jamie Wright, CRA Program Instructor

**Number of Positions Open:** 1, this is an in-person opportunity

**Expected Class Size:** 20-30 total students (online and in-person combined)

### **Description:**

#### **Duties:**

1. Troubleshoot hyflex class technology
2. Work with teacher to serve students (online and in person)
3. Typical tasks might include (especially at start of term): Troubleshooting OWL and Clevertouch, managing Zoom waiting room and troubleshooting online student tech (microphones, camera) and renaming students.
4. Might be some flexibility to teach part of a lesson or lead small groups of students.
5. Other duties as assigned - data entry, etc. per Hayat.

### **Requirements:**

1. **Most important: Comfortable with Zoom and with troubleshooting new technology**
2. **Also: Able to take direction from and support the teacher, but also take initiative**
3. Experience working with a diverse population of students, adults preferred
4. Some ESL experience would be helpful, but probably not required
5. Experience in a hyflex classroom (as a student or even a teacher) would also be helpful but not required

**To Apply:** Send resume and cover letter directly to Jamie Wright at [jwright@iimn.org](mailto:jwright@iimn.org) and Hayat Mohamed, Volunteer Manager at [Hmohamed@iimn.org](mailto:Hmohamed@iimn.org)