



## College Readiness Classroom Assistant

Goal of Position: To oversee the math and computer tutoring component of the College Readiness for Medical Careers class. Students participate in a 10-week English course. Additional Monday and Wednesday sessions are an additional component which was added to help students become more successful in math skills. Students are adult refugees and immigrants who are working as nursing assistants and preparing to advance their medical careers in the near future.

Sample Tasks: The classroom assistant must be present every Monday and Wednesday, to coordinate and assist with computer and math tutoring. Activities include conducting a tutor training session, making sure students and tutors exchange phone numbers, answering questions, assisting students when tutors are busy or absent, tracking student and tutor attendance, problem-solving, and communicating weekly progress with the program supervisor, Katey Martin.

Estimated hours/week: 4

Scheduling: At specific times: 10:00am-12:00pm every Monday and Wednesday and as needed to maintain good communication with tutors and program supervisor.

Worksite: The International Institute of Minnesota. 1694 Como Avenue, Saint Paul, MN 55108.

Qualifications sought: Good communication and interpersonal skills, experience in leading groups, knowledge of basic computer applications, competence in basic (pre-algebra to algebra level) mathematics, interest in diverse cultures.

Training Required: Training will be done by the Program Supervisor prior to 10-week class dates listed above.

Benefits: This position will allow you to experience working with students of diverse backgrounds, managing volunteers and students, evaluating the success of a program, and taking part in the development of a crucial part of a non-profit program. In addition, this component allows our students to advance their math and computer skills, which otherwise would not be possible.

**TO APPLY:** Visit our website at [www.iimn.org](http://www.iimn.org), click on the “Current Volunteer Opportunities” (bottom left) tab, and follow the “Apply Online” link. Upon submitting your electronic application, please also e-mail your resume to [hmohamed@iimn.org](mailto:hmohamed@iimn.org)