SEP Instructor Job Description

Intro
UVA|Northern Virginia is hosting an inaugural Summer Enrichment Program (SEP) in Northern Virginia during Summer 2023. The SEP is for high school students (rising 10-12 grade) and will run in the June 19 – July 28. The SEP bridges the gap between curriculum and interest-based learning and will offer both in-person (Rosslyn, VA) and online programming. We are looking for instructors to teach 1-2 week courses in Northern Virginia. The instructors are responsible for designing a curriculum grounded by learning objectives, developing a syllabus, and delivering instruction.

Essential Duties and Responsibilities
- Provide an exceptional classroom experience for learners (academic, dynamic, equitable, thoughtful)
- Create a robust syllabus with measurable learning outcomes which should include both the content and soft skills
- Attend workshops and check-ins prior to the start of instruction

Time Commitment
- Course time, including prep time before and after. On-campus courses will run 9am - 4pm and will be accompanied by a teaching assistant. Online courses will include 2-hour synchronous sessions (day or evening) and asynchronous work and feedback.
- 3-5 hour-long workshops prior to instruction
- 3-5 one-on-one check-ins
- Time it takes to design syllabus

Compensation
- 1 Week Courses – $2,500
- 2 Week Courses – $4,000

Instructors can teach more than one course or session depending on availability. Please note that instructors will be paid $1500/week for each additional session of the same course. For on-campus courses, breakfast and lunch are provided. Housing is not provided.

Sample Topics List for Courses
- Communication Skills Workshop (1 week)
- Entrepreneurship and Business (2 week)
- Cyber Security (2 week)
- Design Thinking (1 week)
- Writing workshops (1 week)
- Introduction to Python Coding (2 week)
- Interviewing and resume writing (1 week)
- How to think systematically and not stressfully (1 week)

- Courses that can answer the question Why does it matter? which features applications to high school curriculum (1 week)
- Data Analytics (2 weeks)
- The Perfect Sales Pitch (1 week)

All sample courses are available for interpretation. If you have an idea that is not on the list, feel free to apply using that for your syllabus. If your proposal mirrors a similar UVA course, please mention this in your application.

Application Materials
- Cover Letter, including an explanation of why high school students would be interested in your course
- Resume
- Mock syllabus for your proposed SEP Course including
  - Learning objectives
  - Outline of Concepts
  - Short paragraph on teaching style

Evaluation Process
- Initial meeting to outline what candidate will teach and how they are qualified to teach it (sample syllabus)
- Meeting where candidate teaches 1 concept – 15 mins – candidate will be evaluated on ability to instruct
- Final meeting to discuss potential dates

Applications are due January 13 and will be evaluated on a rolling basis. Application will close when all courses are staffed.

This position is open to UVA graduate students, faculty, and staff. Undergraduate students who have completed their 3rd year by June 2023 may also apply.

If you have any questions, please reach out to northern@virginia.edu.