

Pre-College Teaching Assistant and Resident Assistant Positions
Summer 2013

Applications must be received no later than: March 15

Seven (7) types of Pre-College positions are available. The dates and hours for positions vary. Please see the following pages for each description and other details.

- Fine Arts Teaching Assistant
- Digital Design Teaching Assistant
- Interior Design Teaching Assistant
- Focus on Fine Arts Photography Teaching Assistant
- Focus on Photojournalism Teaching Assistant
- Pre-College Resident Assistant
- Pre-College Dorm Parent

To apply: Please complete the online application form available at: ce.corcoran.edu/course/summerjob. You will need to upload your resume and a brief cover letter (indicating which position(s) you are interested in) as well as 3-5 pieces of your work that will show us who you are as an artist, photographer or designer.

As part of the online application you will need to enter contact information for at three references (at least one reference must be a Corcoran faculty member), as well as indicated dates and times that you are available to be interviewed.

Cover letters should be addressed to:

Doris Ostrander
Director of Continuing Education
Corcoran College of Art + Design
Georgetown Campus
1801 Thirty-fifth Street NW
Washington, DC 20007

For information on Camp Creativity or Studio D Teaching Assistant positions in Public Education, please contact Jocelyn Kho, Senior Manager of Youth and Family Programs, at jkho@corcoran.org

How do I apply? First, we encourage all applicants to attend a Corcoran Summer Employment and Internship Information Session (see the Student Affairs announcements). Second, we strongly recommend students visit the Career Services, for information about writing a resume and cover letter as well as interview tips. Additionally, we encourage any student who finds writing particularly challenging to visit the Writing Center. (Career Services and the Writing Center are valuable resources academically and professionally for you take advantage of!) Finally, follow the "To Apply" instructions above.

Tip: When you are applying for a job it is always a good idea to do a little research, you can find more information about Pre-College programs online at ce.corcoran.edu/precollege

What happens after I apply? Qualified applicants will be contacted by email to schedule an interview. Depending upon the position there may be one or two interviews. If you do not hear from us right away, that does not mean that you will not be interviewed, please be patient.

What happens if I don't get the job? Students who are NOT offered a position will be contacted by email. If you do not hear from us right away, that does not mean that you will not be offered a position. Please be patient as this process is fairly complex and time consuming.

What happens if I do get the job? Students who ARE offered a position, will receive an informal offer from the Director of Continuing Education by email. You will need to confirm that you are still available and interested in the position; then the Corcoran Human Resources (HR) Department will follow up with a formal offer and paperwork that must be completed in order to hire you. At a minimum a background check and TB test will be required. HR may have additional requirements in order for you to be hired.

On May 16 or May 20*, you will be required to attend a Pre-College TA and RA Orientation. You may also need to participate in a group photo as well as be photographed individually. Details about the position and mandatory orientation will be provided after you are officially hired.

Other questions? E-mail us at precollege@corcoran.org

*In the event that the Office of the Registrar schedules make-up classes on May 16, the Pre-College Staff Orientation will be held on May 20.

PRE-COLLEGE SUMMER 2013 POSITION DESCRIPTIONS

RESIDENTIAL STAFF

Pre-College Resident Assistant

July 21-August 3

Under the direction of the Dorm Parents and Pre-College Coordinator, Resident Assistants (RAs) are responsible for the residential students each night and weekend of the two-week program. RAs escort the residential students to and from the dorms at Georgetown and the Corcoran campus each day, as well as to breakfast and dinner. The RAs accompany residential students on any outings in the evening and on weekends. Additional duties may be assigned.

RAs are expected to: Be available and accessible to Pre-College residential students during their on duty hours; Respond appropriately to residential student issues and refer students to the Dorm Parents or Pre-College Coordinator as necessary; Promote positive attitudes with enthusiasm while maintaining a professional demeanor.

RAs must have strong communication skills and leadership qualities. They must be able to consistently display good judgment; have strong skills in dealing with others in a group dynamic, and be positive and supportive of the artistic development of young adults.

Resident Assistants on duty hours are Monday-Friday 5 p.m. to 9 a.m., with on call hours from 9 a.m. to 5 p.m., and on duty all day and night Saturday and Sunday. RAs **may not work at another job at the Corcoran or elsewhere during the program**. Additional duties may be assigned. RAs are required to attend the Pre-College Staff Orientation on May 16*.

Pre-College Dorm Parent

July 21-August 3

Under the direction of the Senior Dorm Parent and the Continuing Education Director, the Dorm Parent is responsible for providing leadership and guidance to the Resident Assistants. The Dorm Parent supervises all evening and weekend residential activities; and they work closely with the Pre-College Office to plan evening and weekend activities for the residential program. The Dorm Parent is required to accompany residential students in need of medical assistance to doctor's appointments or the emergency room as appropriate. Additional duties may be assigned.

The Dorm Parent is expected to: Be available and accessible to Pre-College residential assistants and students; Work with the Continuing Education Director, Pre-College Office and Senior Dorm Parent to appropriately resolve any residential student issues; Promote positive attitudes with enthusiasm while maintaining a professional demeanor. Graduate students with relevant experience are encouraged to apply.

Dorm parents must have at least 3 years experience as an RA or working in other residential living environments. The Dorm Parent must be able to work well independently as well as in part of a team. Excellent communication and leadership skills are also required. They must be able to consistently display good judgment; have strong skills in dealing with others in a group dynamic, and be positive and supportive of the artistic development of young adults.

The Dorm Parent on duty hours are Monday-Friday 5 p.m. to 9 a.m., with on call hours from 9 a.m. to 5 p.m., and on duty all day and night Saturday and Sunday. The Dorm Parent **may not work at another job at the Corcoran or elsewhere during the program**. The Dorm Parent is required to attend the Pre-College Staff Orientation on May 16*.

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PORTFOLIO DEVELOPMENT & ADVANCED STUDIO TEACHING ASSISTANTS

TA General Job Description and Responsibilities

Teaching Assistants for the Pre-College Portfolio Development and Advanced Studio programs will assist in the daily running of classes and facilitate communication between the classrooms and main office. They monitor the students during lunch, open studio hours, field trips and evening workshops. TAs also assist in the installation of the final exhibition at the conclusion of each session. Additional duties may be assigned.

Responsibilities include, but are not limited to: setting up classrooms, taking attendance, participating in demonstrations, coordinating equipment and supplies, preparing materials for faculty, answering student questions, and generally assisting instructors.

TAs have strong skills in dealing with others in a group dynamic, and be positive and supportive of the artistic development of young adults. TAs are expected to promote positive attitudes with enthusiasm while maintaining a professional demeanor. See below for skills required for specific positions.

TAs should expect to work 20–40 hours per week based on the demands of the program each session. All TAs are required to attend a Teaching Assistant orientation meeting on May 16* as well as some additional training to be scheduled prior to the start of the program.

Fine Arts Teaching Assistant

Portfolio Development: July 23-August 3

Advanced Studio: July 21-August 2

The Fine Arts TAs will assist with drawing and painting classes, as well as a range of electives. Expertise in one or more of the following is required: Ceramics, Drawing, Painting or Sculpture.

Fine Arts TAs should expect to work 20–40 hours per week June 20-August 2 based on the demands of the program each session; some evening hours may also be required. Reduced hours may be assigned June 17-July 3 for training purposes. All TAs are required to attend the Pre-College Staff Orientation on May 16*.

Digital Design Teaching Assistant

June 20-August 2

The Digital Design TA may be required to assist with other classes such as Drawing, and participate in the evening workshops. Additionally, the TA may also be required to help build the “virtual exhibition,” final slide shows, and exhibitions at the conclusion of the course. The Digital Design TA is required to have strong abilities with traditional and digital 2-D design, Photoshop, Illustrator, and InDesign, downloading and archiving files, and printing images.

The Digital Design TA should expect to work 20–40 hours per week June 20-August 2 based on the demands of the program each session; some evening hours may also be required. Reduced hours may be assigned June 17-July 3 for training purposes. All TAs are required to attend the Pre-College Staff Orientation on May 16*.

Interior Design Teaching Assistant

Portfolio Development: July 8-August 2

Advanced Studio: July 21-August 2

The Interior Design TA may be required to assist with other classes such as Drawing, and participate in the evening workshops. They will help prepare materials for the students as well as the exhibition at the conclusion of the two-week program.

Interior Design TAs are required to have excellent Interior Design hand drafting skills (no work will be done on the computer), Interior Design model making skills, knowledge of the principles and elements of design as well as an understanding of Interior Design. Knowledge of architecture is also helpful.

Interior Design TAs should expect to work 20–40 hours per week July 8-August 2 based on the demands of the program each session; some evening hours may also be required. Reduced hours may be assigned June 17-July 3 or July 8-19 for training purposes. All TAs are required to attend the Pre-College Staff Orientation on May 16*.

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FOCUS TEACHING ASSISTANTS

Focus on Fine Arts Photography Teaching Assistant

July 21-August 2

The Focus on Fine Arts Photography Teaching Assistant will assist instructors in daily class activities and facilitate communication between the classroom and main office. This includes: setting up, taking attendance, participating in demonstrations, assisting students with film processing and printing in a wet black and white photography lab, troubleshooting with students as questions arise, and assisting with darkroom equipment and chemistry. Additional duties may be assigned.

The TA will accompany students on assignments and field trips and are expected to promote positive attitudes with enthusiasm, while maintaining a professional demeanor. In addition to assisting the instructor in the classroom and in the field, TAs are required to attend evening events with the students, help to build the final slide shows, and assist in the installation of the final exhibition at the conclusion of the program.

The Teaching Assistant for Focus on Fine Art Photography is required to have strong darkroom skills as well as experience with Photoshop, scanning, downloading, and archiving files. They should also have strong communication skills and leadership qualities necessary for working closely with others in a group dynamic.

TAs should expect to work 30–40 hours per week based on the demands of the program each week. Weekday and weekend hours are required. The Focus TAs may be eligible to work additional hours to assist with the closing exhibitions on July 3 and July 19. All TAs are required to attend a Teaching Assistant Orientation on May 16*.

Focus on Photojournalism Teaching Assistant

July 21-August 2

Teaching Assistants for Focus on Photojournalism will assist in setting up and running daily workshops, and facilitate communication between the classroom and main office. This includes taking attendance, coordinating equipment use, helping students with software issues, accompanying students on assignments, assisting guest speakers when needed, answering camera questions, and maintaining a professional manner in the classroom and on field trips. In addition to daily classroom and assignment assistance, TAs are required to attend evening events with the students and help build final slide shows and exhibitions at the conclusion of the program.

The Focus on Photojournalism Teaching Assistants are required to have strong abilities with Photoshop, Photo Mechanic, downloading and archiving files, as well as printing images. They should also have strong skills in dealing with others in a group dynamic.

TAs should expect to work 30–40 hours per week based on the demands of the program each week. Weekday and weekend hours are required. The Focus TAs may be eligible to work additional hours to assist with the closing exhibitions on July 3 and July 19. All TAs are required to attend a Teaching Assistant Orientation on May 16*.

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PRE-COLLEGE SUMMER 2013 POSITION DESCRIPTIONS

TENTATIVE SCHEDULE (SUBJECT TO CHANGE)

The following dates, times and locations are for general reference only and are subject to change. If you do not hear from us right away, that does not mean that you will not be interviewed or that you will not be offered a position. This process is fairly complex and time consuming, please be patient.

Important Dates

February 28-March 12	Early Interviews for returning TAs & RAs
March 15	Pre-College TA & RA application deadline
March 25-April 5	Interview potential TAs & RAs
April 8-30	Candidates are notified Additional Interviews are scheduled as needed
May 8	All Pre-College Staff must turn in their background check release form and TB test results. Specific instructions will be emailed to Pre-College staff in advance.
May 16	Mandatory Pre-College Staff Orientation
May 20	Mandatory Pre-College Staff Orientation "Rain Date"*

Interview times and Locations

Interviews are approximately one half-hour each. Applicants must indicate when they are available for an interview when they apply.

Downtown

Mondays 2-7 p.m

Tuesdays 9-4:30 p.m.

Downtown interviews will be primarily for the Dorm Parent, Resident Assistant and Focus Teaching Assistants positions.

Georgetown

Thursdays 9 a.m.-11:30 am

Fridays 2:30-4 pm

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