**UGA Intensive English Program**

**We are hiring IEP Learning Assistants!**

The Intensive English Program (IEP) at the University of Georgia is looking for two highly motivated, flexible, and dependable IEP Learning Assistants for the 2023/2024 academic year. These assistants will support our instructors and students in the classroom, actively participate in planning and implementing instruction, help with promoting the IEP, and create additional opportunities for students to use their English, socialize, and experience culture outside of the classroom.

**Mission of the IEP**

The IEP’s mission is to offer engaging, supportive, and rigorous English instruction to help speakers of English as a second language improve their language proficiency, gain cultural knowledge and understanding, and obtain practical communication skills for everyday, academic, and professional social situations. Our student-centered courses are designed to help students develop the English language proficiency and cultural competencies they need to participate in everyday and professional conversations, succeed in American universities and colleges, and effectively position themselves on the American job market.

To that end, we aim to offer a comprehensive language learning program that extends beyond the classroom. We want our students to ...

- practice the target language as much as possible – in the classroom and outside,
- receive as much individualized support as possible during their individual learning journeys,
- engage with their classmates during class sessions as well as outside of the classroom so that they can forge friendships and form a cohesive group,
- experience different social and cultural activities in Athens and beyond.

With the help of the IEP Learning Assistants, we will be able to enhance our teaching by offering more individualized instruction and expand the social aspect of our program by creating additional social engagement opportunities for students. Most importantly, the IEP Learning Assistants will help facilitate conversations and get students to use the target language which is key in the process of second language acquisition.

**Responsibilities of IEP Learning Assistants**

The IEP Learning Assistants will have a variety of responsibilities that span four key areas. These areas and responsibilities are:

1. Support IEP instructors in the classroom (40%)
   - Teach parts of or an entire lesson each week (under IEP instructor mentorship)
   - Participate in lesson planning and preparation
   - Assist with administering and grading quizzes and exams
We want to give our learning assistants the opportunity to gain teaching experience while being mentored by IEP instructors. Therefore, they will participate in planning and teaching our courses. The activities they will lead should be engaging and creative and could include warm-up activities, mini lessons, SpringBoards, and end-of-day activities.

2. Support students in the classroom (30%)
   - Facilitate conversational activities to get students to talk
   - Work 1-on-1 with students
   - Support students who struggle
   - Engage students who are off-task

3. Create social engagement opportunities for students outside of the classroom (25%)
   - Plan, organize, and participate in fun social activities for students
   - Help plan and organize social events and participate in them

Our students should have opportunities to socially engage outside of the classroom, experience American culture, and practice everyday conversation without the pressure of class. Each week, one IEP Learning Assistants will plan, organize, and participate in social activities for our students. These activities should take students’ wants and needs into account and give them the opportunity to explore Athens and its surroundings. Such activities could include:
   - Conversation circles at a coffee shop or restaurant
   - Plan Meet & Greets with advanced students from different departments/majors (depending on students’ interest)
   - Going hiking, bowling, ice skating, downtown for Karaoke, etc.
   - Going shopping at the Farmers Market, a mall, etc.
   - Visiting a museum, the zoo, the State Botanical Garden, the Georgia Aquarium, etc.
   - Visiting Lake Herrick, Sandy Creek Park and Nature Center, Tallulah Gorge, etc.
   - Taking students to the UGA Challenge Course (https://recsports.uga.edu/challenge-course)
   - Taking students to events at the Performing Arts Center (https://pac.uga.edu)
   - Taking students on trips and clinics offered by the Ramsey Outdoor Recreation Center (https://recsports.uga.edu/trips-and-clinics)

4. Help with promoting the IEP on social media (5%)
   - Take photos at social events
   - Post about social activities the IEP offers on social media
   - Plan and implement other ways to promote the IEP as needed

**Position Details**

- Classification: Student Worker
- Time commitment: 10 hours/week (during regular IEP sessions)
  - Most of the time will be spent in the classroom with the IEP instructors
  - Weekly social activities should last 2 hours or more
• Employment period (tentative):
  o Fall II 2023 Course Session: October 16 – December 7, 2023
  o Spring I 2024 Course Session: January 8 – February 29, 2024
  o Spring II 2024 Course Session: March 11 – May 2, 2024
• Pay: $12/hour
• IEP Learning Assistants must ...
  o have a TESOL background or currently pursue a degree or certification in TESOL
  o have completed at least one semester of TESOL coursework
  o have a minimum 3.5 overall GPA
  o display a genuine interest in the success of our program and the learning progress of our students
  o have excellent communication skills and a patient approach to teaching second language learners
  o be available to attend IEP courses during the week (i.e., cannot do Student Teaching in Fall 2023 or Spring 2024)

Hiring Process

IEP Learning Assistants will be selected through a competitive application process. All applicants must submit a 1-page letter of motivation and their CV/resume. Selected applicants will be interviewed by the assistant director and the program coordinator of the IEP.

More Information

More information about UGA’s Intensive English Program can be found at: iep.uga.edu

If you have questions or comments, please let us know. We are looking forward to working with the new IEP Learning Assistants!

Best,

Sebastian Burkholdt, Ph.D.                             Laura Clark, M.A.
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Intensive English Program

Office of Global Engagement

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