Careers in Code - Teaching Assistant

Paid | Remote First | Part-time (10-12 hours / week)

ABOUT HACK UPSTATE

At Hack Upstate, we work to advance Upstate NY's technology community. In pursuit, we organize hackathons, operate a coding bootcamp, offer web and mobile development classes, facilitate talks and lectures, and ultimately help align upstate tech talent with promising employment opportunities. To date, we've built a growing network comprised of thousands of Upstate NY technologists.

ABOUT CAREERS IN CODE

Careers in Code teaches computer programming to women & minorities to help fight poverty in CNY and provide them with the technical skills they need to obtain internships and full-time software development jobs with local employers after 24 weeks of instruction. You can learn more about Careers in Code here.

JOB TYPE

This role is a remote-first, part-time role. Ideally, you'll be based in Central or Upstate NY. During the weeks that you are working, you will be expected to attend class from 5:30pm to 8:30pm M-Thursday remotely and be available for an additional 1-2 hours outside of class to answer questions.

FEEDBACK

This is our second cohort of Careers in Code and you will be a one of the dedicated teaching assistants of the Cohort.

We're looking for motivated individuals with some teaching experience, preferably in the coding / computer science field, to assist in the general flow of our Careers in Code bootcamp classrooms. These people will help our instructors run classes, assist in developing our program, and be a valuable member of the mentor team. Teaching assistants are an integral part of the Careers in Code classroom. We have outlined some basic responsibilities below, for both instructors and TA's. As instructors, be familiar with the responsibilities of TA's to better utilize them while you teach.

DUTIES AND RESPONSIBILITES

Before Class

- Gain access to Google Classroom and review content for your week.
- Join our slack channel and introduce yourself. Introduce yourself and let our students know they can come to you for help.
- Help with curriculum development, refining classroom modules and providing feedback to the instructor for your given week and Careers in Code team.

During Class

- Arrive to class on time and Attend all scheduled days for the entirety of each class. If you must leave early, please inform the staff, instructors, and students before-hand.
- Assist students and instructors in the physical, in-person classroom Actively engage and interact with students and help them with questions, projects, assignments, etc.
- Help out with classroom setup and teardown (i.e. we have a big box of items, plugging in extension cords and cables, etc)
- Help to maintain a safe, efficient and fun classroom environment.

After Class

- Complete a daily feedback survey (found here) so we can continually improve our program
- Assist students with questions on Slack (in the #cic-students channel).
- Attend remote (or in person) office hours with the instructor
- Meet 1 on 1 with students.
- Utilize Google Classroom to interact with students
- Utilize Google Classroom to help grade assignments with an instructor

APPLY IF

- You are passionate about helping people with development and technology problems.
- You are empathetic, supportive, and patient.
- You strive to help others improve and are willing to give constructive feedback to instructors, students, and program managers.
- You are always willing to learn software development along with students and find ways to help students continue their learning.
- You have experience with working on software development projects (either professionally or as a hobby) and are looking to grow your career.

To Inquire Further Contact
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