



DMA 2012- Kids & Teen Programs - Teaching Assistant Position Description

DMA is looking for talented individuals with expertise, passion and a desire to work with students between the ages of 6-12 and/or 13-18 to join its growing instructional staff for summer 2012. A key element to DMA’s success is that our courses have lead instructors who also get support from Teaching Assistants (TA’s). We carefully select energetic, personable teaching assistants/counselors who know technology and who love working with kids and teens. DMA TA’s are knowledgeable about technology but they major in fun. Our TA’s are rising college freshmen or current undergrad students studying everything from computer science to filmmaking and everything in between. By having both lead instructors and teaching assistants in our courses, we ensure that our staff are refreshed and motivated each day and that the students get more individualized attention.

A summer job with DMA is a unique opportunity that allows you to share your knowledge, energy and passion for technology with young aspiring minds. You’ll be surrounded by others that share your passions and be supported by an organization that has been putting on amazing summer programs for 10 years.

OVERVIEW

The TA position at is often described as the “glue that holds each camp together.” As a TA you’ll support many key components of camp from assisting lead instructors in the classroom to leading outdoor activities to making sure students get to and from lunch safely. In short, TA’s help provide a positive, successful and memorable experience for DMA students. Along with a passion for technology and working with kids and teens, DMA TA’s must have an ability to maintain an excellent work ethic, a high level of energy and enthusiasm. If you posses these traits and are interested in being part of the DMA team this summer read on!

DUTIES & RESPONSIBILITIES

- Assist in a designated course or rotate between courses as needed throughout the day and week, working with students in small groups and one-on-one to help them learn concepts and complete projects
- Work closely with the lead instructors to foster a fun, rewarding and positive learning environment
- Reach out to parents by communicating with them about their child’s experience
- Assist in camper check-in and checkout processes with a high level of enthusiasm
- Help facilitate and lead (optional) non-tech activities for students during break time
- Provide troubleshooting support for systems and other hardware in the classrooms
- Provide leadership, energy and camp spirit for students, constantly assessing group dynamics and the needs of individuals
- Supervise/escort students to, during and from lunch

QUALIFICATIONS

The ideal candidate for this job will have at least proficiency and/or ability to quickly transfer knowledge to two or more of the following topics/course categories:

Teen Course/Topics (students 12-18)	Adventures Course/Topics (students 6-12)
<ul style="list-style-type: none"> • Programming: (Python, C++ , Objective C and/or Java) • 3d Modeling, Animation and Game Design: (Maya, Unreal Dev Kit, Unity) • Robotics: (Lego Mindstorms NXT) • Web Design: (HTML 5, CSS3, JavaScript) • Graphic Design: Photoshop & Illustrator • Digital Photography: DSLR Cameras & Photoshop • Digital Filmmaking and/or Music Production: (Final Cut Pro, Adobe After Effects, Logic Pro) 	<ul style="list-style-type: none"> • Visual/Pre Programming: (Alice, Scratch) • Game Design: (Multimedia Fusion, Alice) • Science & Engineering: (Scratch, Rockets, Solar Cars, Bridges, etc.) • Robotics: (Lego Mindstorms NXT) • Graphic Design: Photoshop & Illustrator • Digital Photography: Cameras & Photoshop • Digital Filmmaking/Acting: (Final Cut Pro, Adobe After Effects, Logic Pro) • Cartoon/Comic Creation: (Toon Boom Studio)



ADDITIONAL QUALIFICATIONS

- Strong technical understanding of PC and/or Macintosh computers and their respective operating systems
- Excellent communication skills and ability to effectively communicate with colleagues, students and parents
- Experience working with and instructing students ranging from age 6-12 or 12-18 (preferred)
- College experience (at least one year preferred)

Typical weekly hours (camp is in session from 9am to 5pm)

- Monday: 8:00am — 5:15pm
- Tuesday -Thursday 8:30am — 5:00pm
- Friday: 8:30am — 5:30pm

COMPENSATION

Digital Media Academy is committed to competitively compensating staff. Pay ranges are based qualifications, experience and topics being taught. If you are selected for the interview process we will provide pay rates/ranges at that time.

LOCATIONS AND DATES

Location	Dates
Stanford University (San Francisco/Silicon Valley, CA)	June 11 – Aug 17, 2012
University of California, Los Angeles	June 25 – July 20, 2012
University of California, San Diego	July 23 – Aug 17, 2012
The University of Texas at Austin	July 12 – Aug 3, 2012
The University of Chicago	June 25 – July 27, 2012
Harvard University (Cambridge, MA)	June 25 – Aug 3, 2012
George Washington University (DC area)	July 19 – Aug 10, 2012
University of British Columbia (Vancouver, Canada)	July 16 – Aug 10, 2012
Drexel University (Philadelphia, PA)	July 9 – July 13, 201
Swarthmore College (Philadelphia, PA)	June 23 – Aug 3, 2012
Concordia College, New York City	August 6 – August 17, 2012

TO APPLY

Complete our online application at <http://www.digitalmediaacademy.org/jobs>. Please review the above locations and dates before applying. You may also be asked to submit a resume, upon review of your online application. For general questions, please email jobs@digitalmediaacademy.org.