

Call for Pre-College Instructors for Summer at Hopkins!

Summer at Hopkins offers credit-bearing two-week Pre-College programs to academically advanced high school students from around the globe. The Summer at Hopkins Pre-College Program (<https://summer.jhu.edu/programs-courses/pre-college-programs/>) invites applications for **instructors for the following programs with corresponding modalities:**

Homewood Campus or Online

- Anatomy, Physiology & Disease
- Introduction to Surgery
- Medical School Intensive

Homewood Campus

- Exploring the Universe with Space Telescopes
- Introduction to Laboratory Research

Online

- Applications of Chemistry in Medicine
- Creative Writing
- Data Analytics Workshop
- Epidemics, Pandemics, and Outbreaks
- Neurobiology: Cellular & Systems
- Neuroscience and Human Behavior
- Population Genomics: Evolution, Extinction & Disease
- Psychological Profiling
- Psychopathology and Its Development

The Office of Summer and Intersession Programs (OSIP) provide Pre-College instructors with a master syllabus and curriculum for the course they are assigned. In collaboration with OSIP, instructors may update their course materials to incorporate their expertise and strengthen the baseline curriculum. OSIP supports instructional staff by planning field trips, purchasing supplies, and other logistical needs for successful curricular implementation. All required course content has been developed for online programs.

Responsibilities

- Create/modify course curriculum, and update course resources and documents (e.g., course syllabus, course schedule, assessments, activities, field trips, etc.) to ensure consistency and relevance.
- Review and modify course materials for accessibility (e.g., ensure all resource URLs are working properly, PDF accessibility, etc.).
- Attend and lead all in-person or online classroom and lab instruction, course events, and field trips/activities.
- Supervise the course assigned Teaching Assistant to plan and execute curricular and student support.

- Provide detailed feedback on assignments and assessments corresponding to the course rubric.
- Track and record individual and overall course grades.
- Engage and interact independently with students during in-person office hours (Homewood) and primarily Canvas, Zoom, and/or Teams (online).
- Manage student behavior and discipline in the classroom environment.
- Communicate with students and program directors to resolve issues involving student behavior, engagement, attendance, or any other related issues.
- Actively participate in meetings, meet all course deadlines, make daily course announcements (Canvas posts, emails, etc.), and provide timely feedback/ grades to students.
- Submit final letter grades to the registrar within 48 hours of the last day of class.

Pre-College Program Session Dates

Session One: June 26, 2023 - July 7, 2023

Session Two: July 10, 2023 - July 21, 2023

Session Three: July 24, 2023 - August 4, 2023

In-Person Course Time: 9:30 AM-4:00 PM EDT

Online Course Time: Programs are delivered asynchronously. Instructors are expected to monitor student progress daily and respond to student questions or issues in a timely manner. Faculty are encouraged to offer synchronous office hours during the program at various times to be mindful of their students' time zones.

Minimum Requirements

- Master's degree in a related field. Ph.D. in a relevant discipline is preferred.
- Candidates with postdoctoral research experience and teaching experience will be given favorable consideration.
- Experience working with students from diverse backgrounds.

Required Special Skills and Knowledge

- Superb verbal and written communication skills
- Must be student-oriented and driven
- Ability to learn and utilize various technologies (e.g., Teams, Zoom, Canvas, the Student Information System, etc.) as needed

Compensation

- **Instructor Stipend:** \$5,920 (per session)

Additional Information

- To meet student demand, we have multiple positions available for most programs.
- Instructor positions are not eligible for benefits.
- Candidates for these positions will be subject to a pre-employment background check and fingerprinted per policies related to working with minors.

- All employees participating in Summer at Hopkins Pre-College programs must enroll and participate in mandatory online training relevant to working with minors and working at JHU.
- Successful candidates teaching in-person courses will be required to complete the online lab safety training and attend the in-person UTL lab orientation.
- All applicants must be authorized to work in the US and remain eligible throughout the program.

Candidates should submit their curriculum vitae, the course(s) and corresponding modality of interest, and teaching evaluations (if available) by the priority deadline of March 19, 2023, to Owen Hooper at ohooper1@jh.edu.