



**Face-to-Face Summer Programs: STEM-Instructors (Seasonal)**  
**Locations: NC, GA, TX, FL, TN, LA**

**Position Dates: June/July**

**CRISIS: <https://tip.duke.edu/about/employment/program-overviews/crisis>**

**Field Studies: <https://tip.duke.edu/about/employment/program-overviews/field-studies>**

**Summer Studies: <https://tip.duke.edu/about/employment/program-overviews/summer-studies>**

**Please apply directly at: <https://employment.tip.duke.edu/>**

### **General Description**

The Duke University Talent Identification Program (Duke TIP) is a nonprofit organization dedicated to serving academically gifted and talented youth in grades four through twelve. Each year, Duke TIP enrolls nearly one hundred thousand new students in its talent searches through above-level testing, recognizes them for their achievements and provides them with a variety of enrichment benefits. TIP offers accelerated face-to-face and online educational programs to more than eight thousand students each year.

### **Occupational Summary**

Instructors support the student experience and implement the academic life mission of Duke TIP. Instructors are responsible for preparing and teaching challenging and engaging courses and managing the learning environment. Housing and meals are provided on site.

### **Work Performed:**

- Duties include some evening and weekend commitments
- Prepare course content, materials, and/or delivery (varies by program model) as directed by Duke TIP guidelines
- Communicate the curricular plan to, collaborate with, and mentor the teaching assistant; assign duties as needed, including all activities the teaching assistant facilitates
- Engage students in instruction during all scheduled class times
- Communicate frequently with each student about class performance and document student progress in a summary evaluation

- Actively supervise students during scheduled duty hours, particularly lunch
- Work with the Academic Coordinator to modify curriculum and/or pedagogy to support the needs of the students
- Communicate noticeable changes in behavior, concerns about students, and issues with student conduct to the teaching assistant and administrators
- As guided by administrators, communicate with parents
- Attend all instructional staff meetings
- Pack and inventory supplies as directed by Duke TIP guidelines
- Perform other related duties incidental to the work described herein

### **Educational Requirements**

A bachelor's degree and graduate coursework with specific emphasis in the course-related subject area or at least one year of teaching experience is required. Significant graduate coursework, terminal degrees, or professional experience are preferred. Experience with elementary, middle school and/or high school students is preferred. Experience with programs and/or curricula for academically gifted students is preferred.

### **Knowledge, Skills & Abilities**

- Proficient in current teaching practices
- The ability to engage gifted students in learning
- Collaborative, flexible, innovative
- The ability to prepare and teach challenging courses

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