

Georgia State University Early College Program

Girls Who Code

Job Description

General Responsibilities:

The general responsibilities of the Girls Who Code instructors are to provide instruction in the area of coding to students participating in the Early College Girls Who Code program. The instructors will provide feedback to the Early College Associate Director, other Early College personnel, and the national Girls Who Code personnel regarding the progress of each student within the program

Specific duties and responsibilities are but are not limited to:

Teach the prescribed curriculum given by the national Girls Who Code program

Take roll at every meeting session

Send proper paperwork to the national Girls Who Code program in a timely manner

Accompany girls to off-campus fieldtrips each semester (approximately two)

Maintain accurate & complete records on each girl being instructed related to projects accomplished and skills mastered.

Provide **evaluations** and other reports as requested by Early College and national Girls Who Code personnel.

Help students **sustain positive attitudes** towards learning and studying.

Help students **develop self-confidence**, raise self-concept, and reduce anxiety or fear of failure in the area of computer science and coding.

Be **punctual** for all scheduled sessions and meetings.

Knowledge, Skills and Abilities

Knowledge of computer science and coding

Effective oral, interpersonal, and written communication skills

Effective time management skills

Effective organizational skills

Ability to supervise others

Qualifications

Must be a Georgia State University student

Must be eligible for the Pell Grant (Work Study) or Panther Works

Exhibit patience and a strong desire to help students achieve their goals

Ability to speak in front of groups and present academic workshops

Must be in good standing with the university

Must be able to work the two-hour meeting sessions

Direct experience providing tutorial and/or academic support services for high school or college students preferred

Commitment to Georgia State University's Early College mission and values

Commitment to student success

Additional

Requires some weekend hours during specific times during the school year (fieldtrips)

Expected hours **Thursday and/or Fridays, 2pm-4pm**