

## ELI Instructional Assistant (IA) Job Description: Fall 2025

English Language Institute [Accelerate-U Delaware](#) Program

108 E. Main Street, Newark, DE 19711

High-achieving undergraduate students, graduate students, teaching adjuncts, TAs, or other professionals are invited to apply for this part-time position supporting international multilingual students in ELI's section of MATH115, MATH241, CISC106 and CHEM103.

**Start and End Dates:** August 20-December 17, 2025

**NOTE:** *This role will primarily be in-person. Please apply by July 28, 2025.*

### Responsibilities:

- Attend the two lectures held by the professor each week with the students (this may not be necessary to do every week, or if you have another commitment at the class time).
- Meet with 7-10 student(s) 55 minutes per week to lead a Discussion Class that supports the lectures and helps students develop effective study skills.
- Support students' language and study habit development: including vocabulary, cultural references, course readings, lectures, note-taking, and assignments.
- Use soft skills to develop a positive rapport with students to provide them guidance in understanding university culture and expectations.
- Meet regularly each week with the course instructor to discuss student progress and class activities that can support students' learning needs.
- Meet briefly each week with the IA Coordinator to debrief Discussion classes and receive support for planning engaging sessions that meet international students' needs.
- Input attendance weekly in UDSIS.
- Attend the orientation, trainings and ongoing professional development.

### Qualifications:

- Strong academic study habits, time management, and problem solving skills
- Communication skills: enjoys interacting with international students in a friendly and professional manner (verbal and written rapport building and feedback), can plan and lead class discussions that engage every student
- Willingness to learn: has a positive attitude to develop teaching, leadership and professional skills
- Professionalism: Maintain confidential materials, arrive promptly to scheduled classes, dress in business casual attire, respond promptly to emails, communicate with supervisor regarding any upcoming absences.

- Foreign language experience preferred (to empathize with studying in a foreign language)

This is a great opportunity for any student looking to advance their skills in the following areas and more:

- Leadership: engaging, motivating, and holding others accountable
- Communication
- Learning best practices
- Professionalism & career development

### **Supervisor**

ELI Academic Programs Coordinator, Julie Lopez ([julo@udel.edu](mailto:julo@udel.edu))

### **Hours**

Average of 7.5 hours a week (4.5-5 hours attending lectures & meeting with the course professor, 1.5 hours leading discussion & communicating with students, 1.5-2 hour class reflection & prep time)

### **Wages**

Hourly rate at \$15.50 for current undergraduate students, \$17.00 for IAs who have a bachelor's degree, and \$20.00/hour for IAs with a master's degree or higher.

Work time will be entered in UDWorkforce. This is an hourly position offered based on performance and enrollment.

### **Criminal Background Check**

A selected applicant must have a criminal background check completed prior to commencing employment.

See University policy 4--111 for further information about criminal background checks.

### **Apply**

To apply or ask questions about the position, please email Julie Lopez [julo@udel.edu](mailto:julo@udel.edu) with your UD student ID number and resume.