



## High School Science (Biology/Chemistry) Tutor/Teaching Assistant & Program Assistant

Biotech Partners is an award-winning non-profit organization that coordinates a comprehensive hands-on science-based education and job-training program for academically at-risk youth typically underrepresented in the biosciences. We are seeking a responsible candidate with strong lab skills who also has experience working with groups of youth. We are an *Equal Opportunity Employer*

**Rate: \$15/hr- DOE**

<p><b>Summer: starting now – end of August, 2010</b>  <b>Hours:</b> flexible, approx 15-20 hours/week includes 4 Tuesday &amp; 1 Thursday evening events.  <b>Location:</b> West Berkeley - Some work can be done from home</p>	<p><b>School year: September 2010- June 2011</b>  <b>Hours:</b> approx. 15 -20 hours/ week   <b>Location:</b>  Berkeley High or Oakland Tech high school  <b>Time:</b> TBD once class schedule is determined</p>
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***Summary of Qualifications:***

- Knowledge of any biological science & strong Lab Skills
- Prior experience tutoring and working with groups of youth
- Excellent communication skills in English (oral and written)
- Respect for low-income and minority communities
- Flexible schedule

***Summer Responsibilities and Duties:***

- Provide logistical and administrative support to Program staff during student summer internships at bioscience companies throughout the East Bay.

***School Year Responsibilities and Duties:***

Under the direction of 2 Biotechnology teachers & the Biotech Partners staff:

**Approx. 40% Time - Tutoring:** Provide tutoring to students, either in a group or individually

**Approx. 20% Time – Program Assistant:** Under guidance and instruction from Program

Coordinator: coordinate classroom speakers and volunteers, assist with events, follow-up w/students, other program tasks as assigned.

**Approx. 40% Time – Teaching Assistant**

- Grade weekly quizzes and exams, manage quiz retakes.
- Grade Lab Notebooks using a rubric designed to prepare students for industry and research settings.
- Assist in the organized storage of Biotech equipment and supplies.
- Work with small groups during biotech class and perform the following laboratory assistant tasks:
  - Prepare solutions (buffers, media) and dilute stock as needed; set-up labs for biotech classes
  - Maintain bacterial and yeast cultures; assist students with lab report writing skills
  - Work as a lab assistant during lab periods; stock and prepare biotechnology kits

Please email a cover letter and resume to: [aletha.zsido.b@bayer.com](mailto:aletha.zsido.b@bayer.com)

No Phone Calls Please