

Cognitive Science Instructor Tufts University

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Downloaded On: May. 17, 2024 12:26pm

Posted Apr. 12, 2024, set to expire Dec. 31, 2024

Job Title	Cognitive Science Instructor
Department	University College
Institution	Tufts University Medford, Massachusetts
Date Posted	Apr. 12, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Graduate Student
Academic Field(s)	Cognitive science
Job Website	https://apply.interfolio.com/144515
Apply By Email	
Job Description	

Position Overview

The Tufts University College Pre-College team is currently seeking a Program Instructor for our Cognitive Science seminar within our Tufts Summer Accelerator program, offered by Tufts' University College to rising High School juniors, seniors, and graduating seniors. Tufts Summer Accelerator consists of 2-week stackable modules where students elect to take to seminars of their choosing and engage in a college prep seminar. Students also participate in residential and social activities.

Time Commitment

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The Cognitive Science seminar is for 2 weeks during the summer, from July 22nd to August 2nd, 2024. The in-person seminar will be taught Monday through Thursday from 9:30 am - 11:30 am, for a total of 16 instructional hours.

Program Dates: July 22nd to August 2nd, 2024 (2 weeks)

Program Hours: Monday-Thursday 9:30 am - 11:30 am

Compensation

The total compensation for the Tufts Summer Accelerator Program Instructor position is \$4,325 (standard summer instructor rate). You are entitled to a course development fee as long as you have submitted the detailed syllabus to the Pre-College Programs Team before June 1 and received approval of the content.

Responsibilities

As an Instructor, your duties include, but are not limited to:

- Foster a supportive and inclusive learning environment where all students feel valued and respected
- Lead and instruct a group of students in an in-person instructional setting, maintaining high standards for behavior and safety from July 22nd, 2024 through August 2nd, 2024
- Assist students who are struggling with course content and proactively supports them as needed
- Serve as a positive adult role model for members in the program through appropriate dress, speech, attitude, and courtesy
- Evaluate course daily and suggests improvements, needs, hazards and reoccurring trends to Pre-College Programs Team for further evaluation
- Demonstrate reliability and punctuality by arriving on time for all scheduled activities
- Ensure student attendance is monitored during programming, reporting on attendance to guarantee that proper safety procedures are followed
- Submit final grades in a timely manner in accordance with Tufts University deadlines
- Other duties as needed

Qualifications

Required:

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- Must be able to instruct students of varying skill and experience levels in multiple programs based on interest and ability
- Must demonstrate responsibility, a desire to help others, discretion, and flexibility
- Ability to work with students of diverse ethnic backgrounds, academic profiles, and skill levels
- Knowledge and ability to instruct students in cognitive science
- Strong interpersonal, communication, organizational, and customer service skills (written and verbal)
- Adept critical thinking, process development, and operationalization. Strong attention to detail
- Excellent project management skills, prioritization abilities and navigation of tight deadlines
- Proficiency with Microsoft Office Suite
- Passion for learning and education

Preferred:

- Teaching certification or licensure
- Experience teaching high school or undergraduate students
- Experience conducting research in cognitive science or related fields
- Familiarity with educational technology tools and platforms to enhance learning experiences

Application Instructions

The cover letter should include a statement describing the candidate's commitment to diversity, equity, and inclusion. All application materials must be submitted via Interfolio. The search committee will begin screening applications immediately and will continue until the position is filled. Please contact Tressa Janati, Associate Director of Pre-College Programs, with any questions at Tressa.Janati@tufts.edu.

EEO/AA Policy

Tufts University, founded in 1852, prioritizes quality teaching, highly competitive basic and applied research, and a commitment to active citizenship locally, regionally, and globally. Tufts University has also committed to becoming an anti-racist institution and prides itself on the continuous improvement of diversity, equity and inclusion work. Current and prospective employees of the university are expected to have and continuously develop skill in, and disposition for, positively engaging with a diverse population of faculty, staff, and students. Tufts University is an Equal Opportunity/Affirmative Action Employer. We are committed to increasing the diversity of our faculty and staff and fostering their

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success when hired. Members of underrepresented groups are welcome and strongly encouraged to apply. See the University's Non-Discrimination statement and policy here <https://oeo.tufts.edu/policies-procedures/non-discrimination/>. If you are an applicant with a disability who is unable to use our online tools to search and apply for jobs, please contact us by calling the Office of Equal Opportunity (OEO) at 617-627-3298 or at oeo@tufts.edu. Applicants can learn more about requesting reasonable accommodations at <https://oeo.tufts.edu/>.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact