Louisiana School
for Math, Science, and the Arts
above. beyond.

LSMSA is accepting applications for teaching assistants (TAs) resident assistants (RAs) and Activity Leaders for our summer programs. A high school diploma and minimum of 30 college credits is required for consideration. All applicants will be required to successfully complete a finger print background check and drug screening prior to working with the students. Housing and meals will be provided for the duration of the contracted dates and while students are on campus.

PROGRAMS AND POSITIONS

EXCEL - May 22nd - June 21st

TA responsibilities

- Attend all classes;
- Grade and revise papers/quizzes/tests, etc.;
- Lead guided study Sunday – Thursday;
- Be available for individual tutoring when needed;
- Lead class discussions when asked;
- Provide assistance to SLA's in dorms as requested;
- Follow the directions of the faculty and administration;
- Supervise the students in the cafeteria (meals provided);
- Provide transportation in school van for off-campus activities;
- Live in dormitory;
- Provide a positive role model for all students at all times;
- Monitor student social/mental well-being and notify asst. coordinator of concerns promptly.
- Participate in weekly update meetings with coordinator;
- Participate in daily update meetings with asst. coordinator;
- Assist in coordination of evening and weekend programs and activities

Summer School - May 25th - June 21st

TA Responsibilities:

- Assist with in-class needs of faculty
- Assist faculty with clerical needs (copying documents, etc)
- Work with Summer School students in Evening study - reviewing homework, tutoring in the discipline, taking attendance, etc.
- Other duties as assigned

RA Responsibilities

- Assist with management of front desk, including greeting guests and answering phone calls
- Oversee student sign-out, check-in, and room check
- Help plan social activities for students
- Reside in dormitory for duration of program
- Other duties as assigned

STEMrichment - May 25th - June 1st

TA Responsibilities:

- Work with the faculty in programming activities for the week
- Oversee and/or lead evening activities and programming as needed
- Assist students in moving throughout classes and programming each day
- Other duties as assigned

Summer @LSMSA - May 31st - June 22nd

Activity Leader Responsibilities

- Lead activities that engage campers in positive and meaningful ways
- Provide adequate supervision for campers
- Serve as the first point of contact for campers
- Respond quickly to help address problems or concerns
- Actively participate in check-in and check-out procedures
- Serve as an ambassador for LSMSA and represent the LSMSA brand well
- Reside in residence hall for duration of contract
- Perform other duties as assigned by the Program Director or Program Coordinator

APPLICATION PROCESS

Applications are now being accepted and until the positions are filled. To apply send a resume, unofficial transcript, contact information for a minimum of three professional references, and our application form to employment@LSMSA.edu.

Please list on the application form, in order of preference, the position/s you are applying for.

Questions: Please contact Sheila Kidd, Human Resources Officer at employment@LSMSA.edu or 318-357-2521.