

## Aspects of Leadership Summer Institute Writing Instructor

Leadership Enterprise for a Diverse America (LEDA) empowers a community of exceptional young leaders from under-resourced backgrounds. We support their aspirations for higher education and professional success in order to create a more inclusive and equitable country. LEDA believes that selective colleges are not only a gateway to opportunity but a nexus for the development of leadership in every field. By helping talented students from under-resourced backgrounds access these institutions and providing them with the tools necessary to succeed, LEDA seeks to ensure that this country's leadership is truly reflective of its citizenry. LEDA's vision is to build an inclusive and equitable America where leadership reflects, celebrates, and supports diverse perspectives.

Each year, LEDA's Summer Institute serves 100 high-achieving high school juniors from low-income families, recruited from across the nation to become LEDA Scholars. Throughout the intensive seven-week program, Scholars participate in a rigorous seminar-style course called Aspects of Leadership, as well as receiving college guidance, writing instruction, and standardized test preparation while experiencing a supervised version of collegiate residential life.

### Position Overview:

LEDA is seeking experienced and dedicated Writing Instructors to teach during the 2021 Aspects of Leadership Summer Institute at Princeton University and to provide writing support to Scholars throughout the 2021-22 college application season.

LEDA's writing curriculum prepares Scholars to write at the level expected at selective colleges and universities, emphasizing academic argument, clarity of style and structure, research, and revision. Writing Instructors teach 2 -3 classes per week during the Summer Institute; syllabi, assignments, and instructional plans are provided. Writing Instructors also hold weekly one-on-one conferences with each of their assigned Scholars to address their individual writing challenges; sections are limited to 13 Scholars.

During late summer through January, Writing Instructors support Scholars during the college application process by providing several rounds of feedback on all college and scholarship application essays. This work is performed remotely, via the internet and phone.

The 2021 Aspects of Leadership Summer Institute will take place on the Princeton campus from mid-June until early August (exact dates TBD). Writing Instructors are required to arrive in Princeton one week prior to the Summer Institute for training and to spend the summer in residence. Campus room and board are provided.

### Key Responsibilities:

- Teach writing classes (2 class meetings/week) following instructional plans;
- Schedule and conduct weekly one-on-one conferences lasting approximately forty-five minutes in the late-afternoons and evenings with each student;
- Grade and provide written feedback for writing assignments according to provided rubric;
- Attend weekly meetings and check-ins with the department head to discuss curriculum implementation and track student progress;
- Meet and communicate with LEDA College Guidance and Residential Life staff as needed to ensure holistic support for students;

- Complete a narrative evaluation of each student to be provided to the department head no later than one week after the end of Summer Institute;
- Continue working with previously assigned Scholars on college essays from late-August through January, abiding by the timeline set forth by the Senior Director of Programs,
- Maintain timely and thorough communication with LEDA Scholars and College Guidance staff throughout the college application season.

**Qualifications:**

- A Master's degree (completed or in-process) in English, Composition, Creative Writing, or related field
- At least two years of experience teaching academic writing at the college level
- Experience as a writing center consultant is preferred
- A passion for helping students to achieve their full academic and personal potential
- Excellent classroom management skills
- Fluency on issues related to sexuality, gender, race, socioeconomic status, and identity
- Ability to teach a diverse student cohort
- Clarity, enthusiasm, dedication, and professionalism
- Demonstrated belief in LEDA's Mission and Core Values

**Compensation:**

This position is a seasonal and temporary appointment and will be compensated \$7,500 through the conclusion of the Aspects of Leadership Summer Institute. Writing consulting for Scholars' college applications will continue from the end of summer institute through January 15, 2022, and this position will be contracted at a rate of \$34 per hour. Specific deliverables and timelines (subject to student needs) will be outlined via a signed agreement at the inception of services.

Travel expenses to and from Princeton University are the responsibility of the employee.

If an in-person Summer Institute is not possible due to Covid-19, Writing Instruction will be conducted remotely with comparable responsibilities and compensation.

**To Apply:**

Submit cover letter and resume to [employment@ledascholars.org](mailto:employment@ledascholars.org) with "Writing Instructor" in the subject line. The priority deadline to apply is January 17.

Leadership Enterprise for a Diverse America is proud to be an equal opportunity employer.