



TERRAPIN TEACHERS

Terrapin Teachers
 University of Maryland
 1108 Physics Building *082
 College Park, D 20742
 301-405-0645
tt@umd.edu
tt.umd.edu

Application for Terrapin Teachers Office Assistant DUE NO LATER THAN February 23, 2024

PLEASE ATTACH A CURRENT RESUME AND COVER LETTER THAT INCLUDES A STATEMENT OF INTEREST and send via email to Jahaira Dixon at jsdixon@umd.edu

Responsibilities:

- Greet clients and visitors as needed
- Help organize and maintain office common areas
- Perform general office clerk duties and errands
- Participate in Terrapin Teachers’ outreach events (First Look Fair, Maryland Day, orientations, departmental presentations, special events, etc.)
- Assist with recruitment events
- Serve as a resource of information during TT presentations and freshman orientations
- Serve as a positive leader and role model to new students
- Distribute flyers and other materials to promote Terrapin Teachers

Qualifications:

- Completed or currently enrolled in Step 1: TLPL 101
- 2.75 GPA
- Excellent skills in communication, collaboration, dependability, tolerance, maturity, and professionalism
- Knowledge of the Terrapin Teachers initiative

*******Salary will be \$15/hour, 10 hours/week*******

Name (print) _____

UID _____

Current academic standing:

Freshman Sophomore Junior Senior

Degree plan: _____

Currently enrolled in:

TLPL 101 TLPL 102
 Knowing & Learning (TLPL 414) Functions & Modeling (Math 470)
 Student-Centered Curriculum and Instruction (TLPL 401) Perspectives (TLPL 415)
 Classroom Interactions (TLPL 403 or TLPL 425)

Projected availability (fall):

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Projected availability (spring):

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Projected availability (summer):

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Student Signature

Date