



SEED Teaching Assistant

Are you a self-motivated and organized individual who enjoys teaching what you know to others? We are seeking teaching assistants with a background in architecture, urban design, or landscape architecture to help guide our SEED (Summer Exploratory Experience in Design) program. The program introduces youth to the field of design through a 6-week collaborative group project. Each week, students meet with experts in the design field to get advice on their project and visit interesting sites and organizations around the city. Teaching assistants play a crucial role in helping their teams comprehend the design concepts they are learning each week to help them succeed.

This position with the Sasaki Foundation is expected to run between June 5, 2023 and August 25, 2023, with the option to continue part-time into the school year. The rate is \$20/hour and we anticipate you will spend approximately 37.5 hours per week working from 9:00am-5:00pm, Monday through Friday. This is an in-person position with a home base at 110 Chauncy Street in Boston. The tasks we foresee you working on include:

Administrative:

- Assisting in the completion of timesheets.
- Managing files and pictures in Google Drive.
- Taking pictures of the SEED internship experience.
- Ensuring journal entries are being completed by interns.
- Communicating schedule of activities to interns and mentors in a timely manner.
- Communicating with mentors regarding planned activities and materials in advance.

Educational:

- Assisting interns in understanding design concepts and planning drawing activities.
- Assisting interns with programs and software related to their projects.
- Sharing your educational pathway.
- Participating and engaging interns in field trips, site visits, and outdoor sketching activities.
- Providing project and professional feedback to interns.

Requirements:

- Second / third year in college OR second / third year post high school
- Educational background in design, architecture, urban planning, or landscape architecture
- Experience leading a team through a design process (can be in school)
- Passionate about teaching youth design
- Excited to get more experience designing real-world projects
- Experience working with youth a plus

Apply with the QR below or at sasakifoundation.org. Applications due no later than: **Friday, March 31.**

