



## Design Teaching Assistant

Are you a self-motivated and organized individual who enjoys teaching what you know to others? The Hideo Sasaki Foundation is seeking design teaching assistants with a background in architecture, urban design, or landscape architecture to help guide our SEED (Summer Exploratory Experience in Design) internship. The internship introduces youth to the field of design through a 6-week collaborative group project. Each week, interns 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 20, 2024 and August 20, 2023, with the possibility of continuing part-time into the school year. The rate is \$20/hour and we anticipate you will spend approximately 35 hours per week working from 9:00am-4:00pm, 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 accurate completion of timesheets.
- Managing files and pictures in Google Drive.
- Taking pictures of the SEED internship experience.
- Ensuring interns are on track with their project.
- Communicating schedule of activities to interns and advisors in a timely manner.
- Communicating with advisors regarding planned activities and materials in advance.

### Educational:

- Assisting interns in understanding design concepts and planning drawing activities.
- Assisting interns with design 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 or at [sasakifoundation.org](https://sasakifoundation.org). Applications due no later than: **Friday, March 30.**

