

Academic Program Roles

2025-2026

Sole Instructor

Courses meet two or three times a week, for two hours at a time. Lead instructors of credit courses **must have an advanced degree (master's or doctoral degree) and teaching experience in the discipline of the course, or a closely related discipline.**

Co-Instructors

Most courses are taught by teams of 2-3 instructors. Co-instructors are responsible for working collaboratively with each other to coordinate course design, class prep, assignments, and grading so that students have a consistent experience across the course. Co-instructors of credit courses **must have an advanced degree (master's or doctoral degree) and teaching experience in the discipline of the course, or a closely related discipline.**

Study Group Leaders

Study Group leaders are assigned to a specific course and conduct a practice session that meets once a week. Study group leaders are part of the teaching team for a given class and work with the instructors to plan meaningful activities that will provide students with extra practice and review. This role is very similar to leading a discussion section or recitation session. Study group leaders **should have a bachelor's degree, content knowledge and professional or academic experience relevant to the group topic. Some experience teaching or facilitating groups is strongly desired.**

Teaching Assistants

Teaching Assistants are assigned to a specific course and attend class alongside an instructor once per week. Teaching assistants support co-instructors during class by providing p 1:1 and small group practice and review, and assist with other classroom duties as needed. Teaching assistants **should have a bachelor's degree, content knowledge and professional or academic experience relevant to the class. Some experience teaching or facilitating groups is desired.**

General Writing Tutors

General writing tutors should be comfortable tutoring students on both writing specific course material and non-writing specific course material from classes in the humanities and social sciences. General writing tutors **should have some tutoring experience.** We are also interested in folks who have ESL teaching/tutoring experience, so please highlight if this is a skill you have to share!

General Math Tutors

General math tutors meet with students once or twice a week during Student Learning Center hours. Tutors **should be comfortable assisting students with foundational math through algebra and pre-calculus, have a bachelor's degree, and ideally some previous tutoring or teaching experience.**

Course Specific Research Assistants (Writing Only)

We are looking for course specific research assistants (RAs) to support ENG 204 (Writing Program). Course specific RAs will assist with researching on topics for student's research papers and will attend class regularly to assist students with research, help tutor and workshop student writing, and work with instructors to manage class as needed.

General Remote Research Assistants

General remote research assistants (RAs) support general student research on a variety of topics. We ask that RAs be available at least 2 hours per week to fulfill student research requests. RAs are welcome to work on their own schedule. Qualified applicants will be comfortable using Google Suite and Adobe Acrobat, have some kind of institutional access to academic databases, and have ample experience navigating those databases. This is a great opportunity for those who would like to support MTC's mission but are unable to volunteer in person.

Remote Grading Assistant

Remote Grading Assistants are assigned to a specific course and are responsible for coordinating with the course instructor(s) to evaluate, grade, and return student work on a timely basis. Grading assistants work on their own time approximately 2-4 hours per week. Grading assistants **should have a bachelor's degree, content knowledge, and professional or academic experience relevant to the class. Some prior grading experience is desired.**

Substitute Teacher (Science & Math Only)

Substitute instructors or tutors are available on an on-call basis and fill in for faculty when they are unable to come to the prison. Substitutes are vital to the program because they help us provide continuity of instruction throughout the semester. This is a good option for faculty who are unable to make a regular weekly commitment.

Workshop Leaders

Workshop leaders are individuals with expertise in a particular area who cannot make the kind of time commitment that the previously described roles require. Workshops typically take place **once a week** for anywhere between **two and eight weeks**, for between **15 and 20 students**, with a duration of around **90 minutes per session**. Within those logistical constraints, the more details you are able to provide about the specifics of your workshop, the better able we will be to assess its viability. We are currently accepting workshop proposals in our Science & Math, Humanities & Social Sciences, and Student Development programs; the Writing program is currently not accepting workshop proposals.