



**Summer Institute for Teachers Recruitment Team:** The Western Pennsylvania Writing Project seeks three WPWP fellows to serve on a recruitment team for the Summer Institute for Teachers. Members of the recruitment team will work closely with the site director and co-director on targeting schools and teachers that will increase the diversity of the Summer Institute.

### **Responsibilities**

Members of the SIT recruitment team will coordinate with one another and the WPWP leadership to develop a comprehensive recruitment approach. Such an approach will include the following activities:

- Arranging school and district visits that feature SIT-style demonstrations
- Orchestrating and overseeing a comprehensive nomination process among WPWP fellows
- Identifying schools and teachers that will increase the diversity and richness of the Summer Institute
- Planning and conducting two "open houses" for teachers interested in attending the Summer Institutes.
- Assisting potential candidates with the SIT application process
- Participating in interviews with SIT candidates.

### **Qualifications**

Candidates for the SIT Recruitment Team must be fellows of the Western Pennsylvania Writing Project. A history of participating in Western Pennsylvania Writing Project activities is crucial, as is a strong interest in sustaining and developing the site.

### **Compensation**

Each member of the SIT Recruitment Team will receive a stipend of \$500 payable in two installments of \$250 in December 2010 and April 2011.

### **Selection Process**

Applications for SIT Recruitment Team are due by August 31, 2010. Each candidate should submit a letter of interest and a resume indicating Western Pennsylvania Writing Project involvement. The site director, co-director, and a group of WPWP fellows will review candidates. Upon recommendation, members of the SIT Recruitment Team may serve for more than one year, but will not serve for more than three consecutive years.