



Position: Data Analytics Teaching Assistant

Reports to: Executive Director

ABOUT INNOVATE BIRMINGHAM

Innovate Birmingham (IB) and our partners are driven by a shared belief: talent is distributed equally in our community, but opportunity is not. Through our 14-week intensive training program, we equip unemployed and underemployed Alabamans for entry-level positions in high-demand tech roles. We identify employers' talent needs; provide high-quality, no-cost training aligned to employers' needs along with professional development and support services to local participants; and help connect program graduates to career-track, living wage jobs. Through this demand-driven, holistic approach, we are working to create equitable access to opportunity and upward mobility for Birmingham talent.

ABOUT THE ROLE

As a full time **Teaching Assistant (T.A.)** at Innovate Birmingham, you will be co-instructing our 14-week Data Analytics Bootcamp. The T.A. will be charged with tracking and monitoring student performance and helping with in-classroom support. We are looking for talented individuals who have a passion for teaching people data analytics. Our students have a diverse background, from working professionals to fresh-out-of-college people who seek to transition into careers in tech.

T.A.s participate in classroom discussions, guide inquiry, emphasize the meta-skills and core concepts of data analytics, support students in their projects and challenges, and provide feedback to students and the instructor.

You don't have to have a ton of experience instructing but a passion for sharing information and strong presentation skills are welcomed. You DO have to be a lifelong learner, interest in being a teacher or mentor and love to help people change their lives and succeed.

QUALIFICATIONS (aka what will make you successful at this job)

Must be proficient in the following:

- Microsoft Excel
- Power BI
- Access
- SQL
- Data gathering, cleaning and presenting



RESPONSIBILITIES (aka what your day will look like)

- Assist instructor in teaching introductory-through-intermediate IT principles and the fundamentals of data analytics, through lectures, practical examples, and labs
- Collaborate with the Innovate Birmingham team to understand particular student needs and develop strategic coaching plans as necessary
- Participate in cohort activities, including but not limited to orientation, open houses, student events, graduations, etc.
- Participate in professional development training, so you stay fresh!
- Assist participants during activities and projects, and answer student questions when needed
- Review/grade all lab assignments, notify participant when missing labs

EDUCATION (aka the things that let us know you have the chops):

At Innovate Birmingham we are more interested in motivation, grit, and your ability to get the job done vs how many degrees you have. **That being said: you must have proficient data experience to be considered for this role.** Please ensure you meet or exceed **at least one** of the following and be prepared to demonstrate your proficiency:

1. B.S. degree Business Administration, Computer Science or a related degree from an accredited college or university
2. Working knowledge of building data models and experience in developing queries and data sets
3. Prior experience teaching data to a class of students in a bootcamp or traditional classroom environment (tutoring could be considered)

COMPENSATION:

- Competitive annual salary
- Health benefits
- Dental benefits
- Vision benefits

HOW TO APPLY:

1. Send your cover letter, resume, and links or attachments of projects that demonstrate your technical skill to maggie@innovatebham.com.
2. Please put *"Data Analytics T.A. Application "* in the email subject line
3. Applicants will be accepted on a rolling basis until the position is filled.