



Student Staff Position:

Academic Tutor

Job Description

6-20 hours per week
\$15.00/hr.

Background:

The California Student Opportunity and Access Program (Cal-SOAP) is a post-secondary academic enrichment and outreach program. Our goal is to increase the accessibility of post-secondary educational opportunities for low-income and underrepresented middle, high school and college students.

Job Description:

Under the guidance of the Cal-SOAP Program Director and the Tutor Services Technician, Cal-SOAP Academic Tutors provide academic support to students in classrooms, group meeting settings, after school centers, in workshops, and through program supported virtual technologies. The goals of academic tutoring include supporting student comprehension of academic concepts, providing encouragement, and promoting independence in learning. Tutors are primarily placed in English, math, and AVID classes to assist in increasing students' understanding, confidence and achievement in these subject areas. This is a professional development program, trainings will be provided in policies and procedures, communication techniques, tutoring techniques, professionalism, self-care, skills development and more. Upon completion of the program all new tutors will earn a CRLA Advanced Tutor certification, and all returning tutors will earn a CRLA Master Tutor certification. Tutor placements are at school sites located in McKinleyville, Arcata, Blue Lake, Eureka, Ferndale, Fortuna, and Crescent City. *NOTE: For the Fall 2020 semester, most tutor placements will be virtual through the use of Zoom or Google Hangout Meets.*

Duties include:

In addition to providing academic tutoring in accordance with proper tutor training guidelines and methods, the Academic Tutor may perform any of the following duties:

- Motivate students to consider post-secondary educational opportunities
- Discuss the nature of the collegiate experience with students
- Assist students in planning their high school coursework for college eligibility
- Help students research and discover their career and college interests and options
- Instruct students and parents on how to complete college and financial aid applications
- Support and/or staff college & career events, if schedule allows
- Create and deliver presentations
- Assist in creating and researching applicable resources

Expectations:

- Participate in mandatory training sessions (see Program Calendar)
- Check email daily and promptly, respond to Cal-SOAP Technicians' requests for communication
- Document daily contacts with students in online database
- Communicate with school staff and adhere to school regulations
- Assist with Cal-SOAP college & career events, when available
- Be a proactive, positive, cooperative, and productive team member
- Exhibit a dependable and consistent work ethic
- Have dependable internet access and equipment to tutor online if/when necessary

Qualifications:

- Have completed at least one semester of college
- Be enrolled at least half time in a college or other post-secondary school as an undergraduate or graduate student (half time is 6 units for undergraduate and 3 units for graduate, per semester.)
- Have financial need as determined by the Free Application for Federal Student Aid (FAFSA) or California Dream Act (CADAA): Expected Family Contribution (EFC) must be less than Cost of Attendance at enrolled college
- Interest in, or experience working with students
- Ability and desire to be a positive role model
- Strong communication skills
- Reliable transportation
- A record of dependable work attendance
- Strengths preferred: Algebra and Geometry, or higher math

This is a temporary position for the K-12 school year. Continuation of this position is contingent upon funding. Tutors may re-apply to work for Cal-SOAP each school year, pending successful evaluations. Tutors may be eligible to receive work experience or internship credit through their college.

Submit Application, Unofficial Transcript, Current School Schedule, Copy of your most current Student Aid Report (SAR), Resume (optional) to calsoap@hcoe.org

For questions contact Erika Lanning at 707-441-2006 or elanning@hcoe.org

Note: Applications are available at Humboldt State University Career Center/Handshake, College of the Redwoods Career Center, or <https://hcoe.org/cal-soap/tutoring/>