PreK-12 & Pre-College Opportunities Tutor Position Description

Winter – Spring 2018 - 2019 Hiring Timeline:

<table>
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<th>Accepting Applications:</th>
<th>October 23, 2018</th>
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<td>Interviews Begin:</td>
<td>November 12, 2018</td>
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<td>Tutoring positions begin:</td>
<td>January 28, 2019</td>
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The Public Service Center’s PreK-12 and Pre-College Opportunities Programs are seeking motivated and dedicated individuals to provide tutoring and/or mentoring assistance and support to local school students. Tutors have the opportunity to be placed in the following programs:

- **America Reads Challenge (ARC) and America Counts Challenge (ACC)** tutors will work in coordination with the student-run organizations, REACH (Raising Education Attainment Challenge) or Big Red Buddies. Tutors will be placed in schools across the Ithaca City School District and Newfield Middle School and will assist small groups and individual students with activities to reinforce math concepts, and reading and writing skills. This position will include prepping of math and literacy materials, such as helping to make games and materials needed for struggling learners. Literacy tutors placed at GIAC (Greater Ithaca Activities Center) through Big Red Buddies will focus their work on early reading skills for K-1st grade students. Transportation is provided to some sites. Other sites are within walking distance from the Cornell campus and/or are located on a bus route.

- **STEP (Science and Technology Entry Program)** tutors will work with students enrolled in STEP at DeWitt Middle School, Boynton Middle School, and/or Ithaca High School. STEP assists students that identify as historically underrepresented and economically disadvantaged in their efforts to pursue a career in mathematics, science, technology, health-related fields, or the NYS licensed professions. Tutors will assist students with daily homework assignments, quiz/test preparation, ACT/SAT prep and other work as assigned. Transportation is provided.

- **Upward Bound** is federally funded to work with high school students from Groton, Newfield, Spencer-Van Etten, Elmira, Candor, and Dryden who qualify as low-income and/or first generation in their efforts to prepare and go on to college. Tutors will assist students with daily homework assignments, quiz/test preparation, ACT/SAT prep and other work as assigned. Transportation is provided.

- **21st Century Afterschool Program** works with 3rd-8th grade students from Odessa-Montour, Spencer-Van Etten, Watkins Glen, and Waverly School Districts. The 21st Century Afterschool Program seeks to motivate students to reach their full potential by providing a safe, structured learning environment where students receive additional academic support and participate in exciting project-based enrichment and recreation activities. Tutors will primarily support students with developing and mastering math and literacy skills.
Position Qualifications:
The ideal tutor/mentor will possess:
  ● The ability to work with a diverse population of students with a range of academic abilities;
  ● An understanding of how to manage groups of students;
  ● Comfort with elementary, middle school, and/or high school curriculum.

Applicants with a driver’s license for 3+ years preferred, as they can be approved to drive university vehicles.

Remuneration:
Applicants must be eligible for Federal Work-Study or have Cornell Tradition Funding to be paid.
$11.10/hour
Students without FWS or Cornell Tradition Funding can choose to take on this position in a volunteer capacity.

Application Process:
Interested students should send a resume and cover letter to Liz Millhollen, Upward Bound Assistant Director at upwardbound@cornell.edu. Please indicate which programs best match your qualifications and/or interests. Applications will be accepted on a rolling basis until all positions are filled.