

## **Now Hiring for Paid Tutoring Positions!**

### **Essential Duties and Responsibilities** *Other duties may be assigned.*

- Assist students in academic coursework at a site during class or in tutorial centers.
- Provide individual and group instruction.
- Provide peer mentorship and advising to assist students with goal setting as well as college preparation and planning.
- Document daily contacts with students and submit paperwork monthly (includes program applications, daily activity sheets, sign-in sheets, timecards, evaluations, etc. for State Report).
- Attend monthly meeting on Friday afternoons from 3:00-4:30pm.
- Communicate continuously with Cal-SOAP Program Manager, Cal-SOAP Tutor Coordinator and teachers via e-mail, phone, and meetings.
- Review students' progress as determined by completion of homework, test results, and other work assigned to students.
- Access school resources to further students' academic achievement and the goals of Cal-SOAP (i.e. counselors, teachers, career centers).
- Adhere to all Cal-SOAP rules and policies.

### **Requirements:**

- Must be currently enrolled at a local college/university with undergraduate or graduate status.
- Must demonstrate financial need as determined by the financial aid office of their respective educational institution.
- Must have minimum **college cumulative** 2.5 GPA.
- Interest in working with college bound junior/middle and high school students who first-generation.
- Working knowledge of word processing, spreadsheets, internet software and must have access to a computer to regularly use the Internet, E-mail, Microsoft Excel and Word.

### **As an interested candidate you must provide copies of the following documents:**

- Unofficial Transcript(s)
- Current Financial Aide Award Letter
- Current/Tentative Class Schedule

**Potential Sites Include** Dos Pueblos High School, San Marcos High School, Santa Barbara High School, Carpinteria High School, Bishop Garcia Diego High School, Carpinteria Middle School, Goleta Valley Junior High School, La Cumbre Junior High School, La Colina Junior High School, Santa Barbara Junior High School, Various After School Sites.

**For an application or additional information please contact the Cal-SOAP office**  
[calsoap@cacsb.com](mailto:calsoap@cacsb.com)

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