

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, sign-in sheets, timecards, evaluations, etc. for State Report).
- Attend meetings monthly on Friday afternoons from 2:00 pm – 4:00 pm.
- 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 **local*** college/university with undergraduate or graduate status FOR EXAMPLE (*SBCC/UCSB/Westmont/CSUCI)
- Candidate 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 or experience working with college bound junior/middle and high school students who are low income or first-generation.
- Working knowledge of word processing, internet, spreadsheet, presentation and 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, Olive Grove Charter, 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

Program Coordinator: cscsupervisor@calsoapsb.org

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