

ARC Tutor Job Description and Application

The California State University, Fullerton (CSUF) America Reads and Counts (ARC) program, **an off-campus federal work-study program**, is looking for patient, dedicated, and self-motivated CSUF students who qualify for federal work-study to tutor youth in grades K-12th in schools and after school programs. **Tutors can have a flexible schedule that they set up with their site.**

The successful ARC Tutor candidate will:

1. Conduct structured tutoring activities with individual children and in small groups that promote learning and motivate students to improve academic skills.
2. Provide general assistance to classroom teachers/after school staff by working with children who need extra help.
3. Develop and maintain consistent communication with on-site supervisor and ARC Assistant Coordinator (i.e., teacher, after school staff, etc.) regarding progress of students tutored and tutor work schedule.
4. Maintain a punctual and reliable work schedule.
5. Accurately complete and submit all required documentation (work-logs, time sheets, etc.) on a monthly basis by assigned deadlines.
6. **Must commit to work two semesters.**

Qualifications

1. Receive a minimum of **\$2000.00 federal work-study**, if you qualify for federal work study. If you do not, a stipend is available. Both federal work study students and non federal work study students are encouraged to apply.
2. Must have a minimum **2.5 grade point average**
3. Maturity, respect for youth, ability to listen with patience and an open mind.
4. Knowledge of English grammar, basic reading and math skills for grade level working with.
5. Previous tutoring experience with children is a plus.
6. Have reliable transportation



Application Steps:

1. Fully complete the application and make sure to:
 - Include employment references
 - Answer thoroughly and thoughtfully the questions regarding your interest in the program
2. Submit your application to LH-206 or mail them to:

Center for Internships & Community Engagement
Attn: America Reads and Counts
800 N. State College Blvd. LH-206
Fullerton, CA 92831

After you submit your application:

1. Applications will be processed in the order in which they are received.
2. Applicants will be notified of their status via email one week following their the reception and review of their application
3. Interviews will be scheduled with applicants who submit complete applications **and** who meet all of the qualifications.

Questions?

Contact Lillian Pahn
Center for Internships & Community Engagement
(657) 278-3746 or Lpahn@fullerton.edu



ARC Tutor Application for Employment \$10.00 per hour

Applicants who are not eligible for Federal Work Study can receive a stipend.

Last Name _____ **First Name** _____ **Middle Initial** _____
 Date of Birth: ____/____/____

CWID: _____ **SSN:** _____

PRESENT ADDRESS:

Street Address _____ City _____ ST _____ Zip Code _____

Cell Phone Number _____ Home Telephone Number _____

Email: _____

All Applicants must have an active email address that is checked on a weekly basis. You will be notified of your application status via email.

PERMANENT ADDRESS (If different than above)

Street Address _____ City _____ ST _____ Zip Code _____

U.S. Citizen: YES NO Permanent Resident: YES NO

Major: _____ Cumulative GPA: _____ STATUS: Soph JR SR Other: _____

Please list your total 08-09 Federal Work Study allotment: _____

Do you speak languages other than English? No Yes If yes, please state: _____

Please answer each of the following questions: Attach extra page if necessary.

1. How did you hear or learn about America Reads and Counts (ARC)? _____

2. Why do you wish to work with our program? What attracted you to the program? _____



3. During which part of the day would you like to work? Check all that apply. **Please make sure your selection does not overlap your class schedule.**

During School (8 a.m. -2:30 p.m.) After School (2:30 p.m.-6:00 p.m.)

4. Availability: When are you available to work?

Days	Times
Mondays	
Tuesdays	
Wednesdays	
Thursdays	
Fridays	

5a. **Skills and Training:** What previous experience or skills would you bring to this position? (Job related skills, training and other qualifications you may have.) _____

5b. Are you currently First Aid Certified? YES NO Expiration Date:

Are you currently CPR certified? YES NO Expiration Date:

6. **Interests and Hobbies:** Do you have any special skills or experience in the following areas?

Special Interests Areas	Please explain past experience/interest
Arts/Crafts:	
Event Planning:	
Games:	
Music:	
Languages:	
Sports:	
Theatre/Drama:	
Other Specialty Area:	



7. **Education:** For the highest level of education received, please list school and location, course of study, degree/diploma earned or years of study completed.

School and Location	Course of Study	Degree/Diploma or # Years Completed	Grade Point Average (GPA)

Please answer the following questions.

8. Thinking back to when you were younger and the activities in which you participated, what made them fun and memorable? If you get hired as an ARC tutor, what will you contribute to the program that will make it fun and memorable for the youth?

9. Tell us about an experience that has made an impact on the way you work with others, especially children? What happened? What did you learn that can be applied to this position?

10. Professional References: (Previous employers, advisors, professors, etc.)

Name:	Name:
Title/Position:	Title/Position:
Address:	Address
City, ST, Zip:	City, ST, Zip:
Phone Number: ()	Phone Number: ()
Email:	Email:
Relationship:	Relationship:



Answer the following questions fully. Existence of criminal conviction/adjudication may or may not, depending on the circumstances, disqualify you from consideration. However, any intentional misrepresentation or omission will disqualify you. Do not include minor traffic violations.

Have you ever been convicted, or adjudicated as a juvenile offender, of any criminal offense by either a civilian or military court, other than minor traffic violations? YES NO

- Are you now:**
- Under charges for any offenses? YES NO
 - On probation or parole? YES NO

If no, skip to "Certification" below.

If you answered yes to any of the questions above, please provide the following information:

Date: _____ Place: _____
 MONTH/DAY/YEAR CITY, STATE
 Charge: _____ Action Taken: _____

CERTIFICATION I HEREBY ACKNOWLEDGE THAT ALL STATEMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. IF EMPLOYED, ANY MISSTATEMENTS, OMISSIONS OR MISREPRESENTATIONS OF THE FACT ON THIS APPLICATION OR IN MY INTERVIEW MAY RESULT IN MY DISMISSAL.

I ALSO UNDERSTAND THAT EMPLOYMENT WITH AMERICA READS AND COUNTS (ARC) PROGRAM IS AT WILL AND, ACCORDINGLY, MY EMPLOYMENT AND COMPENSATION MAY BE TERMINATED BY ME, OR ARC, AT ANYTIME, WITH OR WITHOUT PRIOR NOTICE.

_____ Applicant Signature	_____ Date
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