

# **DEAN OF STUDENTS STUDENT ASSISTANT POSITION DESCRIPTION**

America Reads and Counts  
TITAN TUTOR  
**Wage/Salary** \$9.07 per hour

## **Office Description**

America Reads and Counts is a Federal Work Study program at California State University, Fullerton. Each school participating in the America Reads and Counts program will have approximately 10 Titan Tutors. The main responsibility of the Titan Tutor will be to assist school-age children in reading and mathematics with a number of additional responsibilities. Titan Tutors must possess excellent communication skills with children and good interpersonal communication abilities.

## **Qualifications**

Must be eligible for Federal Work-Study and one or both of the following: 1) Experience in supervision and/or program development; 2) Experience in working in the community, preferably in K-12 schools or after-school programs; and/or 3) Experience in working with school-aged children.

## **Job Description**

Maintaining communication with the Site Coordinators and the Assistant Program Coordinators; communicating with individual teachers or YMCA Site Supervisors regarding the placement, tasks, work performance and evaluation of students; working with students to resolve problems, identify resources and to promote the development of tutoring skills; help to develop, collect, and make available materials which will improve Titan Tutor efforts to tutor/teach school children; maintaining the Titan Tutor weekly work logs; attend bi-weekly staff meeting on-site; attend trainings and meetings; and other duties as assigned.

## **Contact**

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