



Off-Campus Federal Work Study Program

## **ARC Assistant Coordinator Job Description and Application**

### **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
  - To be considered for AmeriCorps, complete the AmeriCorps portion of the application.
2. Submit your application to LH-209 or mail them to:

Center for Internships & Service-Learning  
Attn: America Reads and Counts  
800 N. State College Blvd. LH-209  
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 Lilian Pahn, Acting Placement Coordinator  
Center for Internships & Service-Learning  
(714) 278-4250 or e-mail [lpahn@fullerton.edu](mailto:lpahn@fullerton.edu)



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## **ARC Assistant Coordinator Job Description and Application**

### **A. Program Administration Support**

1. Assist the ARC Coordinator with the overall management of the ARC program.
2. Assist with tutor recruitment, interviewing, placement and orientation.
3. Serve as the primary contact for tutors and on-site staff.
4. Provide organizational support and establish strong communication with on-site supervisors and tutors.
5. Weekly follow-up with on-site supervisors and tutors to discuss issues related to tutor placement, tutor and school schedules, address challenges and concerns identified by on-site supervisors and tutors, evaluation, assessment and future programming.
6. Responsible for verification of hours and monitoring paperwork (i.e., time sheets, work logs, monthly feedback, monthly reports, annual report, etc.)
7. Attend monthly ARC staff meetings

### **B. Training Support**

1. Assist with coordination of tutor trainings.
2. Attend monthly tutor training sessions.
3. Provide leadership development and training resources for tutors and on-site supervisors.
4. Identify training needs for tutors and on-site supervisors.
5. Develop collaborations with school sites, Academic Affairs, Center for Careers in Teaching, University Learning Center, and other campus entities to assist with tutor training.

### **C. Supervision Support**

1. Supervision of ARC Tutors and their tutoring/mentoring activities.
2. Establish and maintain appropriate boundaries with tutors and on-site staff.
3. Establish and maintain communication with assigned sites (i.e., scheduling and attending site visits).
4. Other duties as assigned by coordinator.

### **The successful candidate must:**

1. Be highly responsible
2. Be Able to work independently, demonstrate initiative, and demonstrate good judgment.
3. Must have a minimum **2.7 grade point average**
4. Possess creativity, a love of learning, and a genuine interest in helping tutors to best serve students.
5. Have reliable transportation

### **QUALIFICATIONS**

1. Must possess strong leadership skills. Will work closely with the program coordinator.
2. Experience in administration, supervision, program development, and experience working in communities, preferably in schools desired.
3. Computer skills are a must (proficient in Microsoft Office Tools)
4. Excellent communication skills, both verbal and written



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## Application for ARC Assistant Coordinator \$10.25 per hour

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Last Name	First Name	Middle Initial
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CWID: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PRESENT ADDRESS:**

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Street Address	City	ST	Zip Code
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Cell Phone Number \_\_\_\_\_ Home Telephone Number \_\_\_\_\_

E-mail: \_\_\_\_\_

All Applicants must have an email address. You will be notified of your application status via email

**PERMANENT ADDRESS:**

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Street Address	City	ST	Zip Code
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U.S. Citizen: YES NO Permanent Resident: YES NO

Major: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_ STATUS: Soph JR SR Other: \_\_\_\_\_

**Please list your total 06-07 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 pages if necessary.

What organization(s) and or clubs do you belong to? \_\_\_\_\_

Do you currently hold any leadership position(s)? \_\_\_\_\_

Describe the work experience that you believe qualify you for this position. \_\_\_\_\_

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**References: (Besides previous employers)**

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

**AMERICORPS OPTION**

To be considered for AmeriCorps, complete this portion of the application. **If you would not like to do AmeriCorps, please skip this entire section and sign the application.**

1. Why do you want to join AmeriCorps? What could you contribute to your AmeriCorps project? What do you hope to gain from serving as an AmeriCorps member?

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2. How have you been involved in your community? *If you served in an organization, include the organization name, location, dates, and phone number. List your most recent activity first. Attach a separate sheet of paper if you need more space.*

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A. **DATES OF INVOLVEMENT:** From: \_\_\_\_\_ To: \_\_\_\_\_ Hours per mo.: \_\_\_\_\_  
MONTH/YEAR                      MONTH/YEAR

Organization Name: \_\_\_\_\_ Location: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of Involvement:

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B. **DATES OF INVOLVEMENT:** From: \_\_\_\_\_ To: \_\_\_\_\_ Hours per mo.: \_\_\_\_\_  
MONTH/YEAR MONTH/YEAR

Organization Name: \_\_\_\_\_ Location: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of Involvement:

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3. Have you ever served in AmeriCorps?  YES  NO

If yes: A. List Program Name and dates: \_\_\_\_\_

B. Did you complete your term of service:  YES  NO

4. 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

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date