Academic Tutor

**Educational Talent Search (ETS)** is seeking energetic, qualified candidates to academically tutor high school students at six high schools in the City of Anaheim: Anaheim, Katella, Loara, Magnolia, Savanna, and Western. Our federally-funded program is designed to increase the college readiness, enrollment, and success of our scholars.

**Hourly Pay Rate: $12—$14**

**RESPONSIBILITIES**

- Conduct structured small group and one-on-one tutoring sessions in assigned subjects (e.g. mathematics, science, reading, and/or writing).
- Facilitate learning as a guide and coach to assist the student to become a successful, independent learner.
- Integrate effective study and learning strategies to maximize the student’s potential for academic progress.
- Maintain ongoing communication with the Director and Academic Coordinator(s) regarding the issues of referring student to other appropriate high school resources.
- Prepare and maintain accurate records of daily contacts and activities with students.
- Attend staff meetings and program staff development sessions.
- Participate in mandatory, paid trainings prior to working in the schools.

**QUALIFICATIONS**

- Minimum 2.5 GPA in college-level coursework.
- Ability to tutor students in various subjects, specific subject tutoring will be accepted.
- Ability to tutor students in assigned subjects (e.g. mathematics, science, reading and writing), major in tutoring subject preferred.
- Experience working with students from diverse economic and social backgrounds.
- Possess excellent oral, written, and interpersonal communication skills.
- Possess good organizational skills.
- Must be able to work independently and take initiative.
- Must be available to work a minimum of 2 continuous hours, once a week.
- Must attend mandatory trainings.
- Must have reliable transportation to/from assigned School Site(s) and CSUF.
- If hired to tutor students in a specific subject: Minimum 2.75 GPA in college-level coursework related to target subject; if no college-level coursework related to target subject, minimum 3.0 GPA in high school coursework related to target subject.

**SCHEDULE**

- Work between 10-12 hours weekly
- Regular schedule will fall between 7:30a - 3:30p, Monday - Friday
- Occasional evening and weekend hours
- Hours can be arranged around class schedule

**HOW TO APPLY**

To download an application, visit fullerton.edu/talentsearch/employment

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**OPEN UNTIL FILLED, APPLY NOW!**

[www.fullerton.edu/talentsearch | talentsearch@fullerton.edu]

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