



Student Employment Opportunity

Job Title:	Student Assistant-Tutor (EPATT Federal Work Study)
Department:	Community Service-Literacy
Reports to:	Financial Aid Director and Supervisor at Organization
Location:	Off-Campus School
Hours:	up to 20 hours per week
Rate:	\$15.00 - \$18.00 per hour
Apply:	Please apply at EPATT website

JOB SUMMARY

Palo Alto University partners with East Palo Alto Tennis and Tutoring to place Federal Work Study eligible students in community service literacy. Students will tutor elementary school students in literacy. Generally, tutoring is scheduled either Monday and Wednesday or Tuesday and Thursday, 4:30-6:00 p.m. The volunteer coordinator will determine the specific needs of the children in order to maximize the effectiveness of the tutoring. Tutoring may be one-on-one or in group settings.

JOB DESCRIPTION

Essential Functions

- Commit to tutor one student twice a week for a minimum of two quarters
- Set SMART (Specific, Measurable, Attainable, Realistic and Time-bound) goals for their student and make progress towards these goals
- Create lesson plans and implement effective skill building activities
- Continually assess their student's academic progress
- Attend all training sessions and one-on-one meetings with tutoring program staff
- Communicate with tutoring staff regularly and respond to email.

Qualifications

- Must have reliable WIFI, camera, mic, and computer technology
- Must be able to pass a pre-employment background check and drug screening.
- Able to establish a rapport with the student
- Must have excellent communication and interpersonal skills
- Must have an established proficiency in the subject matter