

## **Employment Opportunities with the East Bay Consortium:**

### **Tutor/Mentor:**

The East Bay Consortium / Cal-SOAP seeks current college students to provide after school tutoring for students at various Oakland middle and high schools and to mentor students participating the Pre-Collegiate Academy, an academic enrichment program for middle and high school students.

### **Job Summary and Duties:**

The East Bay Consortium Tutor/Mentor works under the supervision of the Associate Director. The Tutor/Mentor is responsible for providing academic assistance in various middle and/or high school subjects: Math, Lab Sciences, Language Arts/English, Social Sciences, foreign languages (Spanish, French, etc). The Tutor/Mentor is also responsible for mentoring 3 to 6 middle and/or high school students who are currently participating in the Pre-Collegiate Academy. Primary responsibilities include but are not limited to:

1. Provide skill building/homework assistance to students who participate in the after school tutoring program at various middle and high schools in Oakland.
2. Co-manage the after school tutoring site: resolve site management issues that may arise, work effectively and efficiently with co-worker to maintain a good study hall environment.
3. Coordinate and facilitate monthly mentoring activities. Educational and cultural activities are strongly encouraged.
4. Make weekly phone calls to mentees to stay aware of their academic progress.
5. Attend weekly Education 197 class at UC Berkeley.
6. Maintaining a record of students served on a monthly basis.

### **Qualifications and Experience:**

1. Currently enrolled in college
2. Available for 3-4 hours block in the morning or afternoon. Monday-Friday
3. Available to attend Education 97/197 class on Tuesday evenings from 6:00-7:30pm at UC Berkeley.
4. Experience working with middle and/or high school youth in a similar academic/educational outreach program a plus
5. Willing to work some evenings and Saturdays
6. Bilingual skills a plus
7. Workstudy a plus but not required.

**Pay:** \$18.46/hour plus mileage

**Positions Available:** Hiring takes place at the beginning of each semester

**Application Procedure:** call or email [boun@eastbayconsortium.org](mailto:boun@eastbayconsortium.org)