

**Position:** Tutor/Mentor

**Reports to:** Reading and Beyond at Fresno State Program Coordinator

**Total Positions:** Approximately 70

**Commitment:** 10 – 20 hours per week, for the entire academic year; including mandatory training course held on Thursdays from 6:00 PM – 7: 50 PM.

**Base pay rate:** \$12.00 per hour

**Job Description:**

Tutors will provide academic assistance for elementary grade students in reading and/or math. Their primary job is to promote an effective, supportive, and encouraging learning environment that will support the development of reading and/or math skills. Tutors will work with school age youth in regular sessions and/or after-school programs at a local Fresno-area school or community benefit organization.

**Tutors are Required to:**

- Set regular, scheduled days and times to meet with their tutees. Generally these sessions take place Monday through Friday between 2:30pm-6pm. Tutors' school and work schedules must allow for tutoring within these hours - at a minimum of two-hour blocks.
- Tutors are required to enroll in a Tutor Training course and participate in scheduled monthly meetings. Tutors are paid for all meetings and receive course credit for the class. The Tutor Training class is held on Thursday, from 6:00pm-7:50pm, during the fall and spring semester. There are also dates and times that must be reserved for small group meetings and other mandatory events. Such times and schedules will be announced.
- Tutors must maintain a professional appearance and conduct at all times; attend trainings; keep all scheduled tutoring appointments; keep records of student work; report on tutoring activities, tutee progress and concerns; and conduct evaluations as needed.

**Qualifications:**

Tutors must have excellent oral and written English skills; the ability to work with young children; a positive supportive and encouraging attitude; and be highly dependable. Tutors may need to have their own transportation to the tutoring sites.

Eligible students will earn a minimum of \$12.00 per hour through the Financial Aid Work Study program. To apply, visit [www.fresnostate.edu/cesl/programs/reads](http://www.fresnostate.edu/cesl/programs/reads) and download an application. Or, contact Mai Xiong by calling 559.278.7007 or email [reads@csufresno.edu](mailto:reads@csufresno.edu).

**Instructions:**

- Before completing this application, be sure you are available for a three-unit course on Thursdays from 6-7:50pm.
- Type or print clearly in blue or black ink. Incomplete applications will not be considered.
- Attach your Financial Aid Summary for the 2018-2019 academic year (Go to [www.my.csufresno.edu](http://www.my.csufresno.edu)> Click on Student Self Service> Click on Student Center> Scroll down to View Financial Aid > Click on 2018) \*Please provide as soon as it becomes available.
- Attach a résumé, if available.
- Return the completed application to Jan & Bud Richter Center, 5241 N Maple Ave. Thomas Building, Rm. 107, Fresno, CA. 93740-8027

**Direct any questions to at 559.278.7007 or 559.278.7079.**

Date	First Name	Middle Name	Last Name		
Student ID #	Are you at least 18 years of age? Yes <input type="checkbox"/> No <input type="checkbox"/>		Cell Phone	Home Phone	
Mailing Address			City	State	Zip Code
Primary Email			Secondary Email		
<b>Summer Contact Information (if different from above)</b>					
Home Phone	Mailing Address		City	State	Zip Code
Have you ever been convicted of a criminal offense other than a minor traffic violation? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes", please attach a sheet specifying the nature of the violation, the name and address of the court, and the disposition of the charge.					
Language(s) spoken, other than English					
Class Level (beginning Fall 2018): <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Postgraduate				GPA:	Units Enrolled:
Major(s), Minor(s), Certificate(s)					
<b>Previous Work/Volunteer Experience, beginning with the most recent. Please attach an additional sheet if necessary.</b>					
Employer	Supervisor	Position	Period Employed (MM/YY) – (MM/YY)	Phone	
Mailing Address			City	State	Zip Code
Duties					
Reason for Leaving					
Employer	Supervisor	Position	Period Employed (MM/YY) – (MM/YY)	Phone	
Mailing Address			City	State	Zip Code
Duties					
Reason for Leaving					

Do you have transportation?  Yes  No

Do you prefer to work with a specific grade level?  Yes  No

If, yes:  Kindergarten  First  Second  Third  Fourth  Fifth  Sixth

Hours you are AVAILABLE to tutor

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/> 8:00 – 9:00am	<input type="checkbox"/> 8:00 – 9:00am	<input type="checkbox"/> 8:00 – 9:00am	<input type="checkbox"/> 8:00 – 9:00am	<input type="checkbox"/> 8:00 – 9:00am
<input type="checkbox"/> 9:00 – 10:00am	<input type="checkbox"/> 9:00 – 10:00am	<input type="checkbox"/> 9:00 – 10:00am	<input type="checkbox"/> 9:00 – 10:00am	<input type="checkbox"/> 9:00 – 10:00am
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<input type="checkbox"/> 4:00 – 5:00pm	<input type="checkbox"/> 4:00 – 5:00pm	<input type="checkbox"/> 4:00 – 5:00pm	<input type="checkbox"/> 4:00 – 5:00pm	<input type="checkbox"/> 4:00 – 5:00pm

How did you hear about Reading and Beyond at Fresno State? Please mark all that apply.

- Flier on campus  Bulldogjobs.com  
 Information fair  Email from Jumpstart/Reading and Beyond at Fresno State  
 Other \_\_\_\_\_

Attach an additional sheet, if necessary, to answer the following questions.

Why are you interested in becoming a *Reading and Beyond at Fresno State* tutor?

What are the skills and/or experiences that you possess which will help you be an effective tutor?

I certify that the information supplied in this application is correct, and I agree to abide by the policies of this organization if I am hired as a tutor.

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

\_\_\_\_\_  
Date