

# **MSU America Reads\*America Counts Tutor Positions - Work Study and Volunteer**

## **Position Description**

The mission of the MSU AR\*AC program is to assist K-8 children in Bozeman area schools to achieve and succeed academically. MSU AR\*AC is managed by the Field Placement & Licensure Office (FPLO) who administers and oversees the program which engages education majors in tutoring K-8 students. Many of our education majors will benefit from the MSU AR\*AC program in building a resume and experiencing the classroom environment prior to their practicum and student teaching experiences as well as other majors. Non-education majors also build their resume. Tutors assist students to whom they have been assigned in meaningful and constructive ways to embrace and experience success with literacy and/or math skill development. Seen as role models by their mentees, tutors serve as consistent and reliable adults in the lives of the children referred to this program. Each tutor is responsible to work cooperatively and maintain ongoing communication with all supervising teachers for students to receive the most timely and relevant instruction possible.

## **Position Requirements**

- Must be work-study eligible to receive the \$11.00/hour wage;
- Must commit to fall and spring semesters as work-study tutor;
- ***Non-Work Study eligible candidates may apply as a volunteer;***
- Must demonstrate community service leadership experience/potential in the application;
- Competence in organizing and prioritizing multiple work assignments, exercising sound time management and reliability in meeting commitments consistently;
- Willingness and ability to work with people from all cultures, religions, backgrounds and walks of life;
- Strong commitment to serve children in Bozeman area schools and to fulfilling the mission of the MSU America Reads\*America Counts Program with professionalism and integrity;
- Strong oral and written communication skills, including the ability to effectively summarize information for students being tutored;
- Ability to work cooperatively with others, specifically in a school setting;
- Access to reliable transportation to get to and from schools where tutoring takes place;
- Ability to maintain good personal hygiene and wear suitable clothing for work in the community.
- Preferably can demonstrate experience working with children in a mentoring or tutoring capacity.

## **Position Responsibilities**

### ***Tutors will:***

- Consistently follow the established schedule of tutoring hours each week with students with whom they have been matched over the course of the semester;
- Complete and turn in monthly timesheets tracking hours served with appropriate teacher signatures by the specified due dates;
- Complete the fall and spring semester academic year commitment;
- Commit to tutor students for 7.5 – 10 hours per week;
- Attend the mandatory tutor training sessions;
- Maintain an active email account that is checked daily for program updates;
- Inform MSU AR\*AC Program Coordinator of any changes in contact information, status with work-study funding, or tutoring schedules;

- Abide by the MSU Student Code of Conduct: <http://catalog.montana.edu/code-conduct-policies-regulations-reports/>;

### ***Responsibilities to Teachers***

- Build positive and cooperative relationships with all supervising teachers;
- Always be prompt, consistent and accountable; notify teachers ideally 24 hours in advance of the need to miss any tutoring sessions and explain the circumstances to them;

### ***Responsibilities to Students***

- Respect and encourage the unique identities of the students with whom you work;
- Act as a role model for students with whom you work;
- Behave in a mature and responsible manner;
- Exercise patience, understanding, and persistence in working with assigned students;
- Respect the confidentiality of all students and their families.

### **How to Apply**

1. Complete online [Tutor Application](#)
2. Submit application by the **January 8, 2018 priority deadline** (rolling applications will be accepted after this date).

### **Contact Us**

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