



## **Job Description: MARC Tutor/Mentor**

**ABOUT THE MARC PROGRAM:** The purpose of this program is to assist youth in specific academic subjects to help youth develop more effective study skills and to provide enrichment and recreational activities. College students and local professionals will promote understanding, self-awareness, cultural awareness, and appreciation among participating youth. Through a combination of tutoring, enrichment, and communication, our Mentoring and Readiness for College (MARC) program is designed to inspire students to attend college and become active members in their community, while taking a proactive role in their life choices. This program is designed for students in K-12th grade. We are anticipating serving local Hmong, Native, African American and Spanish speaking students.

**MANDATORY ORIENTATION:** Usually either the 2<sup>nd</sup> or 3<sup>rd</sup> week of the new semester

**TUTORING:** Usually begins after the first 3-4 weeks at the start of the semester

- Tuesdays, 4:30-7:30pm, UWL
- Thursdays, 4:30-7:30pm, UWL

**Volunteer and Work-Study Eligible Positions available.**

### **RESPONSIBILITIES:**

- Attend and participate in all staff training, tutoring and enrichment activities, and evaluation sessions
- Provide motivation and enthusiasm to tutees through leadership role modeling
- Assist tutee with individual and group homework assignments, projects and activities
- Collaborate with other staff in planning, coordinating and leading enrichment activities
- Establish goals for yourself and tutee
- Evaluate and keep track of student progress with the completion of tutoring logs
- Keep Precollege Coordinator informed of significant events, developments, and problems of tutees
- Follow all school/university rules and policies
- Other related duties as determined by Site Supervisor

### **ADDITIONAL EXPECTATIONS:**

- Assist Precollege staff with discipline and supervision of individual students or groups of students
- consistent with program rules and guidelines
- Communicate with Precollege staff about any anticipated absences in a timely and professional manner
- Be proactive (see, and then do, what needs to be done), act as a leader and role model regarding all activities during programming
- Research and procure supplemental academic materials for students
- Refrain from using cell phones or other electronics and doing school work during programming hours

**Application deadline:** After the first week of the semester start

**Apply online:**

Contact Sadie Kuhl at [skuhl@uwlax.edu](mailto:skuhl@uwlax.edu) or stop in 1101 Centennial Hall for any questions.