



Job Description: MARC Tutor

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: Week of September 27th

TUTORING: Begins week of October 4th and ends the week of November 29th (No tutoring Thanksgiving week)

- Mondays, 2:15-5:45pm, Holmen
- Tuesdays, 5:00-7:30pm, UWL
- Thursdays, 5:00-7:30pm, UWL

Transportation is provided to all off-campus sites. 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: September 19th at 10pm

Apply online: https://uwlax.ca1.qualtrics.com/jfe/form/SV_9tTSAyTSW7kS778

Contact Laura Lauderdale at llauderdale@uwlax.edu or stop in 1101 Centennial Hall for any questions.