Mentoring and Readiness for College (MARC) 2015

JOB DESCRIPTION: TUTOR/MENTOR

ABOUT MARC: 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 through 12th grade. We are anticipating serving local Hmong, African American and Spanish-speaking students.

PROGRAMMING DATES: October 5 – December 3, 2015
- Norwalk – Mondays, 2:15-6:30 PM
- Sparta – Tuesdays, 2:15-6:30 PM
- Emerson – Tuesdays, 5:00-7:30 PM
- Holmen – Wednesdays, 2:15-5:45 PM
- Tomah – Wednesdays, 2:30-6:30 PM
- UWL Girls – Thursdays, 5:00-7:30 PM
- UWL Boys – Thursdays, 6:00-8:30 PM

Transportation is provided to all off-campus sites.

RESPONSIBILITIES:
- Attend and participate in all staff training, one-on-one meetings tutoring and enrichment activities, and evaluations 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 project coordinator informed of significant events, developments, and problems of tutees
- 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 Pre-College staff any anticipated absences in a timely, and professional manner
- Be proactive (see, and then do, what needs to be done), and a leader and role model regarding all activities during programming
- Research and procure supplemental academic materials for students
- No cell phones or other electronics and school work during programming hours

Application deadline: September 17, 2015 at 5:00 PM

Apply online: http://www.uwlax.edu/Multicultural-Student-Services/Resources-for-current-and-prospective-tutors/ (Click on “Fall 2015 Tutor Application”)

Questions can be directed to: Monica Yang, (608) 785-8225, myang@uwlax.edu