

EAOP Pre-College Academy (PCA) 2009  
**Writing Tutor Application**  
**Priority Deadline April 6, 2009**

**ATTENTION ALL APPLICANTS: IF APPLYING AFTER THE PRIORITY DATE PLEASE CALL THE NUMBER PROVIDED AT THE END OF THIS APPLICATION PRIOR TO SUBMITTING APPLICATION.**

**PERSONAL INFORMATION**

Name:

Local Address:

Local Phone:

Cell Phone:

Permanent Address:

E-mail Address:

Permanent Phone:

**ACADEMIC INFORMATION**

Name of College/University:

Major:

Minor:

Exp. Graduation Date:  
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**POSITION INFORMATION**

Candidates **MUST** be available for all of the following program dates and events:

Required Events: Faculty/Staff Retreat: May 23, 9am-4pm Tutor Orientation/Training: May 27,28 4-7pm • Tutor Training: June 2, 4-7pm • Student/Family Orientation: June 6, 9am-1pm • Closing Ceremony: July 23, 5:30-8:30pm • Faculty/Staff Debrief: July 27, Time-TBA

Tutoring: Tutors will be hired to work 4 days per week, M-TH - between the hours of 9am - 4pm (approximately 25-30 hours a week).

Program Dates: June 15 - July 23, 2009

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List Writing or English courses that you have completed and the grades you received. Please include any other relevant academic accomplishments that qualify you to provide academic support at PCA:

What special traits, talents, or abilities would you bring to PCA?

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What experience have you had teaching or tutoring (especially public high school students who will be the first in their family to attend college)? What qualifies you to work with this population of students? Please list any other relevant accomplishments.

**All Candidates:** Please attach a current resume that includes all applicable work experience. (*Be sure to include any teaching or tutoring experience, work with the writing process or course subject matter, work with youth, diverse communities, and outreach enrichment programs*).

Please attach a one to two page writing sample.

**TO APPLY:** Submit completed application (available at the EAOP office and at <http://eaop.berkeley.edu>) along with writing sample and resume to:

Early Academic Outreach Program  
2150 Kittredge Street, Suite 3A  
Berkeley, CA 94720-1060  
Fax: (510) 643-5827

For more information contact Garrett Naiman, Assistant Director for Academic Enrichment Programs:

(510) 642-1744; email: [gnaiman@berkeley.edu](mailto:gnaiman@berkeley.edu). Applications may also be submitted to this email address. Positions are open until filled. This is a sensitive position and those hired are