

## Pre-College Academy (PCA) 2009

### Writing Tutor Position Description for College Students

Part-time, Temporary Employment: \$14.44-15.11/hr

Tutor Schedule: June 15<sup>th</sup> – July 23<sup>rd</sup> M–Th between the hours of 9am – 4pm (25-30 hours per week)

#### **Program Description:**

The Pre-College Academy (PCA) is a six-week college-preparatory summer program hosted by the Early Academic Outreach Program (EAOP) at the University of California, Berkeley. The mission of EAOP is to prepare students from under-resourced communities for admission to colleges and universities. For over 20 years, PCA has provided intensive academic enrichment for EAOP students from partner high schools in the Bay Area. PCA prepares students for their academic and professional future by providing them with the opportunity to share in the University of California's tradition of educational excellence and diversity. PCA prepares students for academic success in the following school year, including excellence in classes that meet the University of California's A-G subject requirements and enrollment in Honors and Advanced Placement courses.

PCA offers students rigorous coursework, college-style expectations and an environment of challenging academic camaraderie. Students have the choice between enrolling in a College Writing or Math course. The Writing courses will be theme-based and will help students familiarize themselves with the writing process, while practicing the critical reading and analysis necessary for strong writing. All students attend weekly activity sessions that range in content from career exploration and college counseling, to social events. All classes are offered on the UC Berkeley campus.

#### **Position Summary:**

The Tutors' primary role is to provide academic support to PCA participants and assist the faculty and staff of PCA as needed. This will include tutoring students in Writing, attending classes, keeping up with class material, participating in planning meetings, and leading activities. The Tutor will be matched to a particular Writing class and will work as part of a classroom team that includes the Instructor and Teaching Assistant.

#### **Pre-Program Duties and Responsibilities**

- Obtain fingerprinting clearance from UC Police Department (hiring is contingent upon this clearance).
- Attend and actively participate in all pre-scheduled meetings and trainings (see flyer and/or application).

#### **Program Duties and Responsibilities (Date of hire through June 15 – July 23)**

- Attend PCA classes and provide support to classroom team as needed.
- Keep up with weekly assignments, readings and class notes.
- Tutor and assist students with coursework and homework.
- Collaborate with classroom team to plan, organize and lead activities and workshops
- Assist with set-up, clean up, and have fun
- Attend weekly staff meetings and department meetings (as required).
- Assist with student progress reports and evaluations.
- Participate in PCA debrief session and complete program evaluation.

#### **Skills and Qualifications:**

- Demonstrated success in college advanced Writing and or English courses.
- Ability to support students academically in writing.
- Experience and ability to work with a diverse student body.
- Strong leadership skills and excellent communication skills (verbal and written).
- Willingness to work with students on an individual level, to work hard, and to learn.
- Commitment to supporting student academic achievement.
- Experience supporting students academically in writing.
- Desire to work collaboratively as part of a team.
- Responsible and mature attitude.
- Ideal candidates will have a comfort with and demonstrated commitment to diversity, social justice, and fostering a collaborative multicultural environment.