

OXY

Occidental
College

Academic Tutor

Neighborhood Partnership Program

Spring 2020

DUTIES/RESPONSIBILITIES:

- Tutors will provide in-class tutoring to current middle school students in various academic subjects with an emphasis on Math and English
- Students will be tutoring for Los Angeles Unified School District's (LAUSD) GEAR UP 4 LA program in partnership with NPP.
- Tutors will be placed at one of the following LAUSD school sites:
 - Obama Global Prep Academy
 - Dr. Julian Nava Learning Academy
 - Los Angeles Academy Middle School
- Keep a daily record of "notes"- what materials were covered with students, reminders, follow-ups, etc.

QUALIFICATIONS/PREFERENCES:

- Looking for tutors in all subject areas, however, preference will be given to those with sufficient knowledge in Algebra and Geometry
- Seeking passionate Oxy students with desire to help underrepresented youth successfully gain higher educational opportunities
- Take initiative and spark conversations with students
- Experience working with middle school aged youth
- Spanish skills preferred, but not required
- Valid Driver's License and Oxy Authorized Driver Status is preferred, but not required

New hires must complete required HR paperwork, Mandated Reporter Training, and TB testing. Hired applicants will be required to attend mandatory training sessions on **Tuesday, February 4th and Thursday, February 6th from 11:30 AM – 1:30 PM on campus** followed by a specific Tutor Training on **Saturday, February 8th from 9 AM – 1 PM at Los Angeles City College (LACC)**. Tutors will be evaluated on a regulated basis by NPP staff.

Employment Period: February 2020 - April 28th, 2020

Work Schedule: Between 8:00 AM – 4 PM, Monday - Friday

Starting Pay Rate: \$14.25/hour

To apply, please follow the application link below:

<https://forms.gle/uHqPY7HsRAz4iuZF7>