

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

DIVISION OF STUDENT AFFAIRS
TRIO Educational Outreach Programs
TRIO Upward Bound College Prep Academy
TRIO Academic Talent Search College Prep Program
130 Turner Student Services Building, MC-306
610 East John Street
Champaign, IL 61820



TUTORING/ACADEMIC COACHING POSITIONS AVAILABLE FOR STUDENTS, TEACHERS, AND PROFESSIONALS

THE CHALLENGE AND OPPORTUNITY: Individuals with a reputation for being successful with helping students improve academic performance (e.g., grades, overall GPA, test scores) are being sought to provide tutoring and academic coaching/mentoring to diverse students ranging from 6th grade to 12th grade. A large number of the students come from under-served, under-resourced, and under-prepared backgrounds and are often potential first-generation college students. Selected individuals must have a deep commitment to working with these populations.

ABOUT THE PROGRAM: The TRIO college preparation programs assist youth from the Champaign, Decatur, Urbana, and Rantoul, IL areas. The program is designed to identify students interested in attending college and to equip them with the skills necessary to succeed in college.

ACADEMIC DISCIPLINES NEEDED: Math (Algebra I, Algebra II w/Trigonometry, Geometry, and Calculus); Sciences (Biology, Chemistry, Physics, and Anatomy); Foreign Language (Spanish); and English (Grammar, Composition, and Reading Comprehension).

ANTICIPATED START TIME: As soon as possible. Training provided and required.

EXAMPLES OF DUTIES: Tutors/academic coaches are expected, for example, to: participate in training activities; keep abreast of strategies, policies, and procedures related to effective tutoring; provide individual and/or group tutoring/instruction on agreed-upon days and times; complete assessment of students' needs prior to tutoring/instruction; report attendance such as "no shows"; provide encouragement to students to enhance self-esteem; complete service-delivery reports after sessions; complete accurate timesheets; exercise good judgment and professionalism when interacting with students; and other duties as assigned.

REQUIRED QUALIFICATIONS, KNOWLEDGE, AND SKILLS

- Must be at least a third year high school or college student, a graduate student, current or retired teacher, or experienced professional.
- Students must have earned a "B" or higher in the tutoring subject -- evidence required. All students must be in good academic standing.
- Current or retired teachers or experienced professionals must provide evidence of competency in tutoring subject (e.g., transcript, copy of diploma in discipline, reference letters, certifications, citations).
- Preference given to individuals with experience working with economically challenged/first generation college bound students and/or previous tutoring experience.
- Must have excellent oral and written communication skills.

TIME COMMITMENT: Mostly Mondays and Wednesdays during 4:00pm-8:00pm but other days may be needed. Hours subject to change depending on operational and students' needs.

SALARY: \$9.00 per hour minimum. Eligible campus employees may be considered for work in excess compensation.

BACKGROUND CHECKS: Chosen candidates are required to pass an extensive background check prior to starting the position. New background checks may be required for individuals employed previously by our programs and/or who work in other areas of the University of Illinois at Urbana-Champaign or off campus.

TO APPLY: Please apply by emailing the following items to omsa@illinois.edu: (1) a brief cover letter with a clear indication of the subjects in which you wish to tutor; (2) a résumé with contact information (name, position, relationship to you, email, phone) for at least three relevant references who can address tutoring abilities; and (3) academic transcripts with proof of credentials. Please send all information at one time to ensure fair and quick consideration. Materials may be mailed or hand-delivered. You will be considered automatically for both TRIO programs.

APPLICATION DEADLINE: Applications will be reviewed and interviews may be conducted immediately and will continue until suitable candidates are identified.

PROGRAM WEBSITE: <http://www.omsa.illinois.edu/collegeprep/>.

STUDENT AFFAIRS DIVERSITY STATEMENT: http://www.omsa.illinois.edu/DOCS/Diversity_SA.pdf

Illinois is an Affirmative Action/Equal Opportunity Employer and welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity (www.inclusiveillinois.illinois.edu).

