Tutor/Mentor Application Packet

Thank you for your interest in working with the TRiO Educational Talent Search (ETS) Program. This application packet includes a job description stating the requirements for the position of TRiO ETS Tutor/Mentor and forms which must be completed and submitted before an applicant can be considered. Interested applicants will be selected as Tutor/Mentors based upon their qualifications and availability. Individuals hired for the position will participate in relevant training sessions throughout the course of their employment, adding to their tutoring, mentoring and academic coaching skills.

Program Description of TRIO Educational Talent Search

The Talent Search program identifies and assists students in grades 6-12 from disadvantaged backgrounds who have the potential and desire to succeed in higher education. The program provides academic, college, career, and financial counseling to its participants to help them experience success on the secondary level and prepare for postsecondary education. The goal of TRiO ETS is to increase the number of underrepresented youth in completing high school and enroll in and complete postsecondary education. The program serves all four middle schools and the one high school in the New Britain School District.

Application Process

1. Carefully read the Position Description.

2. Complete the Tutor Application and submit an unofficial transcript with your application.

3. Provide an instructor or Department Chair with the Faculty Recommendation of Tutor form. The Instructor/Department Chair must teach/Chair the subject(s) that you are interested in tutoring, and should also be able to speak to your performance and knowledge in the subject you wish to tutor, and your ability to impart that knowledge to another student.

   The Instructor/Chair can send the Faculty Recommendation of Tutor form directly to the program or return it to you in a sealed envelope and signed across the closure. They may also fax it to 860-832-2235 or scan and email it to menditto@ccsu.edu

4. You may return your completed application materials by mail to: TRiO ETS Program, CCSU ITBD, 185 Main Street, Suite 2180, New Britain, CT 06051, by dropping it off at the TRiO ETS office; located in the CCSU-ITBD building in downtown New Britain, or by scan/email to menditto@ccsu.edu

   Please remember to include your transcripts when returning your application.

After all application materials are reviewed, applicants who are selected to be interviewed will be contacted via email. Interviews will be held at the TRiO ETS Office. Please feel free to contact Tom Menditto, Director, by email (menditto@ccsu.edu) with any questions or concerns.
Position Description

**Position Title:** TRIO ETS Tutor/Mentor

**Wage:** up to $13.44 per hour

**Hourly Requirement:** Up to 10 hours per week

**Description:**
The Talent Search program identifies and assists students in grades 6-12 from disadvantaged backgrounds who have the potential and desire to succeed in higher education. The program provides academic, college, career, and financial counseling to its participants to help them experience success on the secondary level and prepare for postsecondary education. The program serves all four middle schools and one high school in the New Britain School District. Tutors will work with 5-10 students in a group setting, and provide individual tutoring throughout the public school year.

**Responsibilities:**

The TRiO ETS Program is seeking applicants for tutor/mentor positions to work with middle/high school students who reside in New Britain for the 2016-2017 academic year. Applicants should be available to work an average of 10 hours/week. Meeting with students will occur during and after school hours and weekly supervision will be provided to tutors/mentors. Although not required, previous work with urban youth is a plus, as is experience working with middle and high school aged students. Mentors will work collaboratively with teachers and school counselors in supporting their academic and affective needs in the following ways:

**Academic Advising:** Mentors will be assigned to work with certain students individually and/or in groups. They will provide academic advising and support (including tutoring) to their assigned students and encourage active participation in the program. In addition, the Mentor’s work will include helping students develop academic progress plans, assisting students in meeting academic requirements and exploring career interests. They will also link students with academic and social support systems that are available (school counselors, social workers, nurses, etc.) as well as locating other resources.

**Small Group Work:** Mentors will conduct small group workshops with their advisees. Workshops topics include goal settings, time management, financial literacy, developing positive peer relationships, problem solving, decision making, college and career exploration.

**Working with Counselors and Teachers:** Mentors will participate in regularly scheduled team meetings with school counselors and teachers to discuss student’s overall progress. The reports will include the student’s current academic status, academic progress plan, academic goals, challenges faced and progress made.
**Assistance with Field Trips:** When appropriate, Tutors/Mentors should be available to assist TRiO efforts by chaperoning work site visits, college fairs, and/or program related field trips.

Interested applicants should submit a resume, transcripts and application to Mr. Andres Sovero in the information provided below. *Incoming freshmen are encouraged to apply.*

**Qualifications and Skills:**
- Must be in Good Academic Standing
- Overall Grade Point Average (GPA) of 2.75
- A minimum 3.00 GPA, in subject area
- Recommendation of Course Instructor or Department Chairperson
- Available during the public school day and/or during afterschool hours
- Provide own transportation to the worksite/school
- Excellent interpersonal and communication skills
- Works cooperatively with a diverse group of students, staff and faculty

![TRiO Logo]

**TRiO Educational Talent Search Program**
**Tutor Application**

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1. Why do you want to be a tutor?

2. What subject(s) are you interested in tutoring?

3. List the courses you have completed relevant to the subject(s) you are interested in tutoring. Include courses you may have completed at other institutions. You must have received at least a “B” in classes you wish to tutor.

   Course, School                           Professor/Instructor

4. What do you consider to be the qualities of an effective tutor?

5. Students participating in the TRIO Educational Talent Search Program are low income, first generation potential college students and/or have a disability. Discuss any commonalities that you may have with this population.

   TRiO Educational Talent Search Program
   Tutor Application, Page 2

6. Have you ever tutored for a TRIO (UB, SSS, EOC, etc.) or GEAR-UP program before?
   □ Yes    Which program, where and when: _____________________________________________
   □ No

7. List any previous tutor/teaching experience, whether paid or volunteer below:

   Dates     Position/Title     Subject(s)     Grade Level

8. Are you currently employed?
   □ Yes    If yes, are you employed by another CCSU department or another state agency? : ______________________
   □ No
9. Please list the days/times below that you are available to tutor:

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10. List three references who can attest to your academic ability and character (include at least one faculty reference):

1) Name, Title
   Department/Place of Employment
   Phone

2) Name, Title
   Department/Place of Employment
   Phone

3) Name, Title
   Department/Place of Employment
   Phone

I understand that the TRIO ETS Program will need to review my transcript and contact my references to verify the accuracy of the information I have provided.

Applicant's Signature: ___________________________ Date: __________

Thank you for your interest in working with the TRIO Educational Talent Search Program. Please return your completed application with a copy of your transcripts to:

TRIO Educational Talent Search (ETS) Program
CCSU Institute of Technology & Business Development (CCSU-ITBD)
185 Main Street, Suite 2180, New Britain, CT 06051
TRiO Educational Talent Search Program
Faculty Recommendation of Tutor

Name of Applicant: ________________________________________________________________

Name of Faculty Member: __________________________________________________________

Department: ___________________________ Extension: _______________________________

Faculty Member’s Email: ___________________________________________________________

1. Please list the course(s)/subject(s) in which you consider the applicant qualified to tutor middle and/or high school students in:

2. Is this student currently enrolled in your class?   ☐ Yes   ☐ No

3. Recommended tutoring format: ☐ Individual   ☐ Group   ☐ Both

4. Using a scale of 1 to 5 (1 being the lowest and 5 being the highest), please rate the applicant in the following areas:
   • Knowledge of subject __________________
   • Ability to impart knowledge ____________
   • General academic ability _______________
   • Oral communication skills ______________
   • Written communication skills ____________
   • Interpersonal skills ____________________
   • Organizational skills _________________
   • Leadership abilities ____________________
   • Ability to maintain confidentiality ________

5. Additional Comments:

Signature: ___________________________________________ Date: _________________________

Thank you for your assistance and cooperation. If you have any questions or concerns, please feel free to contact the TRiO ETS office at 2-2215. You may return this form to the student in a sealed envelope with your signature across the closure; fax it to 860-832-2235; scan and email it to menditto@ccsu.edu or send it via intercampus mail to: TRiO ETS Program, CCSU-ITBD, Suite 2180.