

SPECIALTY JOB LISTS

LITERACY AND MATH TUTORING

Establishing Eligibility for the Federal Work Study Program

- File a Free Application for Financial Student Aid (FAFSA) and receive an offer of FWSP funds on your financial aid award letter.

Applying for Literacy And Math Tutoring Jobs

- Complete a FWSP online job application form.
- List the departments and position titles you are interested on the job application.
- Contact the department you are interested in to schedule a job interview.
- Accept a job offer, and establish a work schedule and start date with that department or agency.
- Contact the Student Employment Office (SEO) and provide the name of the of the interviewer and the department name. You may email this information to Rachel Joseph at rachel83@rci.rutgers.edu or call 732-932-8817 x619.
- Pick up your Employment Authorization Form (EAF) from the SEO. **Please note that you may begin working only after you have picked-up your EAF from the SEO.**

KREEGER LEARNING CENTER – COLLEGE AVE CAMPUS (8141)

Tutor – RU Courses

Location: New Brunswick, NJ

Hours: Daily from 8:00 a.m. to 9:00 p.m.

Contact: Mary Ann Cancio at macancio@echo.rutgers.edu or 732-932-1443

Provide peer group tutoring in one's major or minor courses of study. Open to undergraduate and graduate students. P/T hourly position. Positions available at College Ave., Livingston, Cook/Douglass, Busch Campus Learning Centers. Earned As or B+ in courses eligible to tutor. Minimum 3.2 overall GPA. Must be Must be a Sophomore, Junior or Senior.

LEARNING RESOURCE CENTER – DOUGLASS (8142)

Tutor – RU Courses

Location: New Brunswick, NJ

Hours: Monday – Friday from 12:00 to 9:00 p.m.

Contact: Calvin Yu at calvinyu@rci.rutgers.edu or 732-932-1660

Tutors work directly with students in a variety of settings: regularly scheduled, group, one-on-one. All Applicants must meet the following academic criteria: Minimum cumulative GPA of 3.0 (3.75+ preferred). Must have taken the course at Rutgers in which applicant wishes to tutor. Must have received a minimum GPA of 3.0 (4.0 preferred) in each subject the applicant wishes to tutor.

UPWARD BOUND (8704)

Tutor – RU Courses

Location: New Brunswick, Plainfield or Perth Amboy, NJ

Hours: Monday – Friday from 2:00 to 5:00 p.m.

Contact: Aisha Alvarez at aishaalv@echo.rutgers.edu or 732-445-3090 x178

Must be a graduate student to apply. Provides tutoring to high-school students enrolled in the Rutgers Upward Bound Program grades 9-12th grade at site locations in New Brunswick, Plainfield or Perth Amboy. Subjects include General Mathematics, English, Writing, Social

Studies, Biology, Chemistry and other courses typically in high-school. Some on-site tutoring will be required on Saturdays at Rutgers Campus. Transportation preferred as you may need to drive to locations. Strong Academic Profile in courses necessary to tutor in. A pre-college program designed to assist and motivate students to successfully graduate from high school, prepare for college admission, and to successfully complete their baccalaureate degree. Upward Bound is a year-round project that offers academic year workshops such as SAT& HSPA preparation.

PAUL ROBESON CULTURAL CENTER – TUTORS (8931)

Tutor – America Reads/Counts

Location: Piscataway, NJ

Hours: Monday – Friday from 8 a.m.-12 p.m. or 12-4 p.m.

Contact: Prosper Godonoo godonoo@rci.rutgers.edu or 732 445-3545

Tutor and mentor school children in math and / or reading, writing and language arts. Provide assistance to classroom teachers by working with small groups or individual children needing extra help. Attention required on-going training workshops, tutor meetings and other related activities. Participate in program evaluations.

Tutor – America Reads/Counts

Location: Piscataway, NJ

Hours: Monday – Friday from 8 a.m.-12 p.m. or 12-6 p.m.

Contact: Prosper Godonoo godonoo@rci.rutgers.edu or 732 445-3545

Must be a graduate student to apply. Tutor / mentor school children in Math and / or reading, writing, and language arts. Under the supervision of Program Director, responsible for coordinating & evaluating tutoring programs. Train, mentor and provide on-site supervision for undergraduate tutors. Responsible for collecting, verifying and preparing tutor payroll. Schedule and conduct regular meetings with tutors. Serve as liaison between the tutoring program and school. Provide admin. support to program director.

LATINO SCHOLARS PROGRAM – TUTORS (8934)

Tutor – America Reads/Counts

Location: New Brunswick, NJ

Hours: Monday – Friday from 3:30 to 5:00 p.m.

Contact: Sandra Rocio Castro at scastro@rci.rutgers.edu or 732-932-1263

Roosevelt Elementary School - Work as an after-school tutor to 5th, 6th, 7th, and 8th grade, 10-16 year old students in an homework enrichment and mentoring program that promotes literacy development. Will work in partnership with the Center for Latino Arts and Culture (CLAC) and the Puerto Rican Action Board (PRAB). Tutors will help students in all subjects depending on America Reads/America Counts designation of the school. Bilingual, education major, experience with learning disabilities, and working with groups, experience tutoring math, spelling and science all preferred but not required.

Tutor – America Reads/Counts

Location: New Brunswick, NJ

Hours: Monday – Friday from 8:00 to 3:00 p.m.

Contact: Sandra Rocio Castro at scastro@rci.rutgers.edu or 732-932-1263

GREATER BRUNSWICK CHARTER SCHOOL - Work as an after-school tutor with teacher & teacher aids to K-6th grade students in an homework enrichment /mentoring program that promotes literacy development. Tutors will help students in all subjects depending on America Reads/America Counts designation of the school.

Tutor – America Reads/Counts

Location: New Brunswick, NJ

Hours: Monday – Friday from 2:30 to 5:30 p.m.

Contact: Sandra Rocio Castro at scastro@rci.rutgers.edu or 732-932-1263

New Brunswick Middle School - Work as an after-school tutor to 5th, 6th, 7th, and 8th grade 10 to 16 year old students in an after school homework enrichment and mentoring program that promotes literacy development. Will work in partnership with the Center for

Latino Arts and Culture (CLAC) and the Puerto Rican Action Board (PRAB). Tutors will help students in all subjects depending on America Reads/America Counts designation of the school. Bilingual, structured games, and math tutoring experience preferred, but not required.

Tutor – America Reads/Counts

Location: New Brunswick, NJ

Hours: Monday – Friday from 2:30 to 5:00 p.m.

Contact: Sandra Rocio Castro at scaastro@rci.rutgers.edu or 732-932-1263

New Brunswick High School - Work as an after-school tutor and mentor 9th, 10th, 11th and 12th grade, 14 to 17 year old high school students in our homework enrichment and mentoring program. Will work in partnership with the Center for Latino Arts and Culture (CLAC) and the Puerto Rican Action Board (PRAB) and the New Brunswick School Based Youth Services Program. Must have a car. Bilingual, advanced math and science preferred, but not required.

Tutor – America Reads/Counts

Location: New Brunswick, NJ

Hours: Tuesday and Thursday from 8:30 to 4:00 p.m. (Flexible)

Contact: Sandra Rocio Castro at scaastro@rci.rutgers.edu or 732-932-1263

New Brunswick Science, Health And Technology High School - Work as an after-school tutor and mentor 9th, 10th, 11th & 12th grade 14 to 17 year old high school students in our homework enrichment/mentoring program located in downtown New Brunswick that promotes literacy development. Will help students in all subjects. Bilingual, advanced math, and science tutoring experience preferred, but not required.

FIRST BAPTIST COMMUNITY DEVELOPMENT (8947)

Tutor – America Reads/Counts

Location: Somerset, NJ

Hours: Monday – Friday from 2:30 p.m. to 8:00 p.m. (Flexible)

Contact: Jeff Smith at jsmith@fbcdc.com or 732-247-0444 ext. 1006

Youth Specialist-The tutor is responsible for providing academic support to elementary school students in subject areas of reading and math. The tutor will review academic information such as homework, tests, quiz and study outlines to determine the necessary instructions. The tutor will provide academic assistance to assigned students, either in a group or individually. Attentive to children's needs; responsible self-starter who can take initiative; willingness to learn and grow; strong verbal communication skills.

PROJECT GRAD (8950)

Tutor – America Reads/Counts

Location: Newark, NJ

Hours: Monday – Friday from 3:00 p.m. to 7:00 p.m. (Flexible)

Contact: Mary Bennett at mgb_projectgradnwk@inetmail.att.net or 973-645-5414

Math - Tutors will be trained to work with students (one to three) providing practice and reinforcement of math skills and concepts for students in grades 2-5. They will be studying Everyday Math programs and grades 6-8 will be studying the Connected Math Program.

Tutor – America Reads/Counts

Location: Newark

Hours: Monday – Friday from 3:00 p.m. to 7:00 p.m. (Flexible)

Contact: Mary Bennett at mgb_projectgradnwk@inetmail.att.net or 973-645-5414

Tutors for reading will work in classes with students one to one and in small groups of 3 to 5 students in kindergarten through fifth grade. The tutor will receive training from teachers regarding the focus of the sessions and material

ROWAN UNIVERSITY CHAMP (8952)

Tutor – America Reads/Counts

Location: Camden

Hours: Monday – Friday from 3:00 p.m. to 7:00 p.m. (Flexible)

Contact : Winona Wigfall at wigfall@rowan.edu or 856-756-5420

This program promotes middle and high school retention and preparedness for post-secondary education, and assists 12th grade parents and students through the college admissions process. Assist with Algebra & pre-Algebra to 7,8, & 9 grade students. Provide reading assistance. Evaluate & document experiences of protégés. Provide resource information. Perform other duties as assigned.

REASONING MIND – TUTORS (8956)

Tutor – America Reads/Counts

Location: Flexible

Hours: Monday – Friday from 9:00 a.m. to 5:00 p.m. (Flexible)

Contact: Amanda Schwerdt at aks@reasoningmind.org or 713-517-6394

The Reasoning Mind – This program has an online tutorial component where math tutors work with students via a virtual classroom. Under the supervision of the Director of Tutoring, provide tutoring and mentoring to 5th - 6th grade level students via a virtual classroom. Strong knowledge of middle school math and a solid knowledge of high school math is a plus. Must be organized, dependable, able to communicate effectively via the internet, and utilize proper communication skills with students and teachers. Must be friendly, patient, and sensitive to a diversity of students. Must be able to use computers and internet technology.

Updated June 18, 2009