

2011-2012 SPECIALTY JOBS LIST

Literacy and Math Tutoring Information

Tutoring Programs were originally established as Literacy Tutoring Programs to ensure that all children become successful readers. To further this effort, Universities have been encouraged to provide opportunities for Federal Work Study Program (FWSP) participants to serve as reading tutors for elementary school children. Building on the success of Literacy Tutoring Programs, Math Tutoring Programs were established to provide tutoring assistance in mathematics to children in pre-kindergarten through ninth grade.

Literacy and Math Tutoring Programs at Rutgers University are funded through the FWSP. Tutoring programs are administered by the Student Employment Office. Undergraduate and Graduate students who are awarded FWSP funds may elect to participate in one of several of the Literacy and Math Tutoring Programs. The current list of tutoring programs includes:

- **Graduate School of Education Tutoring Program**
- **Paul Robeson Tutoring Program**
- **Reasoning Mind Tutoring Program**
- **Project Grad – Newark**
- **Raritan Valley YMCA**
- **Communities in Schools of New Jersey**
- **Center for Latino Arts and Culture**
- **Upward Bound Program**

There are generally two types of jobs available through Literacy and Math Tutoring Programs: Tutor and Graduate Assistant. Tutor positions are open to all undergraduate and graduate students, but Graduate Assistant positions are available only to graduate students. Tutors may work on weekdays or weekends, and tutoring sessions may be with one child or may be in small groups. Tutors assist children with math or reading, writing and language arts, and they provide general assistance to classroom teachers by working with individual children or with small groups. Tutors also attend training workshops, tutor meetings and other related activities, as well as participate in in program evaluations. Graduate Assistants provide tutor training, supervision, mentoring and program development. They provide essential administrative support to program directors and serve as liaisons between programs and schools.

Literacy and Math Tutors and Graduate Assistants must be eligible for FWSP funds, and cannot begin working until they have demonstrated eligibility for the FWSP, completed and submitted all required documents, and received their Employment Authorization Form issued by the Student Employment Office. To establish FWSP eligibility, file a Free Application for Financial Student Aid (FAFSA) and receive an offer of FWSP funds on your financial aid award letter. To apply for Literacy and Math Tutoring Programs, please complete the following steps:

- **Complete a FWSP online job application form, and 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) at 848-932-8817. Note that you must receive authorization from the Student Employment Office before you start working. Contact the Student Employment Office for instructions.**

For more information about Literacy and Math Tutoring Program, please contact

Student Employment Office
848/932-8817
620 George Street
Records Hall, Room 202
College Avenue Campus, New Brunswick, NJ 08901
Monday through Friday from 8:30 a.m. and 5:00 p.m.

Literacy and Math Tutoring Employment Opportunities

Greater Brunswick Charter School (8958)

Tutor – Off Campus

8:15 a.m. to 11:15 a.m., Weekdays

Contact - Migdalia Rivera at 732-448-1052 or dali5195@comcast.net

Tutors needed to provide academic support and homework help for students in an after school program. A majority of our students are in Kindergarten through 5th grade with a few students from middle school. They frequently need support for completing homework or other similar activities or projects. Bilingual candidates (English/Spanish) are encouraged to apply.

Reasoning Mind (8956)

Tutor – Online

9:00 a.m. to 5:00 a.m., Weekdays, Flexible

Contact - Amanda Schwerdt at 530-776-5700 or aks@reasoningmind.org

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, be able to communicate effectively via the internet, and utilize proper communication skills with students and teachers. Must be friendly, patient, and sensitive to a diverse student populations. Must be able to use computers and internet technology.

Project Grad Newark (8950)

Tutor – Newark

8:00-10:30 a.m., 3:00-4:00 p.m., Weekdays

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

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.

Project Grad Newark (8950)

Tutor – Newark

8:00-10:30 a.m., 3:00-4:00 p.m., Weekdays

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

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.

Raritan Valley YMCA (8951)

Tutor – East Brunswick

4:00 p.m. to 6:00 p.m., Weekdays

Contact - Leon Pogach at 732-257-4114 or lpogach@raritanvalleymca.org

Work one on one with 1-3 children, pre-K through 8, who need help getting their math and reading homework done. Practice with students the skills that they are deficient in such as reading, writing, or math. Work on the skills beyond required homework to improve comprehension and ability. Communicate to parent the students' needs and accomplishments. Bring creative resources to engage students. Patience and commitment; ability to maintain student focus; experience with children helpful and understanding or willingness to learn about reading disabilities helpful.

Communities in Schools of New Jersey (8947)**Tutor – Newark****10:00 a.m. to 4:00 p.m., Weekdays, Flexible****Contact - Yanique Taylor at 973-242-0706 x3019 or ytaylor@cisnj.org**

Work collaboratively with teachers to determine students' needs and help them develop the skills necessary for academic success. Provide individual and small group tutoring to students. Assist students in improving academic achievement by meeting with them on a regular basis to clarify learning problems and work on study skills. Review student's class material, discuss texts, practice test questions, formulate ideas for papers, or work on solutions to problems with students. Training will be required. Microsoft proficient, skilled communicator, both verbally and in writing. Some content-based knowledge in subject areas to effectively work with high school students.

Center for Latino Arts and Culture – AVID Program (8935)**Tutor – Off Campus****8:30 a.m. to 2:30 p.m., Tuesday through Thursday****Contact - Sandra Rocio Castro at 732-932-1263 or scastro@echo.rutgers.edu**

New Brunswick Middle School – AVID Program. Work as a tutor to 6th, 7th, and 8th grade with 10 to 16 year old students in an in-school class enrichment/mentoring program that promotes academic development. Will work in partnership with the Center for Latino Arts and Culture and the Puerto Rican Action Board. Tutors will help students in AVID classes and may also help with Math, Algebra, Language Arts, Science and Social Studies as needed. Bilingual in Spanish, structured games, and tutoring experience preferred, but not required.

Center for Latino Arts and Culture (8934)**Tutor – Off Campus****8:00 a.m. to 5:00 p.m., Weekdays****Contact - Sandra Rocio Castro at 732-932-1263 or scastro@echo.rutgers.edu**

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/mentoring program that promotes literacy development. Will work in partnership with the Center for Latino Arts and Culture and the Puerto Rican Action Board. Tutors will help students in all subjects depending on America Reads/America Counts designation of the school. Bilingual in Spanish, education major, experience with learning disabilities, and working with groups, experience tutoring math, spelling and science all preferred but not required.

Center for Latino Arts and Culture (8934)**Tutor – Off Campus****3:00 p.m. to 5:00 p.m., Weekdays****Contact - Sandra Rocio Castro at 732-932-1263 or scastro@echo.rutgers.edu**

Greater Brunswick Charter School. Work as an after-school tutor with teacher and teacher aids to K-6th grade students in a 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. Bilingual in Spanish, education major, experience with learning disabilities, and working with groups, experience tutoring math, spelling and science all preferred but not required.

Center for Latino Arts and Culture (8934)

Tutor – Off Campus

2:30 p.m. to 5:00 p.m., Weekdays

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

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

Center for Latino Arts and Culture (8934)

Tutor – Off Campus

9:00 a.m. to 5:30 p.m., Weekdays, Flexible

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

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 afterschool homework enrichment/mentoring program that promotes literacy development. Will work in partnership with the Center for Latino Arts and Culture and the Puerto Rican Action Board. Tutors will help students in all subjects depending on America Reads/America Counts designation of the school.

Paul Robeson Cultural Center (8931)

Tutor – On Campus

8:00 a.m. to noon and/or 12:00 p.m. to 3:30 p.m., Weekdays

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

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. On-going training workshops, tutor meetings and other related activities. Must participate in program evaluations.

Upward Bound Program (8704)

Tutor – On Campus

9:00 a.m. to 4:00 p.m. Saturdays, Various hours Sundays, Some evenings 5:00 p.m. to 8:00 p.m.

Contact - Michael Brown at 848-445-3090 or mikebr@echo.rutgers.edu

On-Campus Position will serve as a Tutor-Mentor. Tutor-Mentor provides academic support to high-school students grades 9 through 12 on some evenings, Saturday and occasional Sundays in the areas of Math, Science, Writing, Social Studies and Foreign Language. Serves as a mentor for a small groups of students that meets once a month. Will serve as a group leader, chaperone, and plan small group activities for high-school student enrolled in pre-college preparation program. Must have a GPA of 3.0 or higher. Have no judicial or criminal record. All applicants are required to have a B+ or higher in all preferred tutoring subjects (ie- math, science, writing, social studies or foreign language). You may be an undergraduate or graduate student, and are required to participate in an in-person interview.

Updated 5/4/2011