LAKE TAHOE COMMUNTIY COLLEGE DISTRICT

JOB ANNOUNCEMENT

POSITION: **TRiO Upward Bound Tutor** (for South Tahoe High School)
(Part-time, temporary, up to 10 hours per week)

STARTING DATE: As mutually agreed.

APPLICATION PROCEDURE: Bring the following application materials to the Human Resources Office:

1. Complete District Application
2. Resume and Cover Letter (optional)
3. Applicant Information Card (optional)

APPLICATION DEADLINE: Until filled.

GENERAL DESCRIPTION: Our new TRiO–Upward Bound (UB) program is looking for college students who are interested in tutoring high school students (ages 14-18) primarily in the areas of Math, lab sciences, literature/composition and foreign languages. We are seeking reliable individuals who can work well with disadvantaged youth. Students served in this program are either low income, the first in their family to go to college, or show a need for academic support. This is a part-time (up to 10 hrs/wk), temporary position, hired on a short-term, temporary contract.

Times needed: Mondays through Thursdays: 12:40 pm to 1:15 pm (Lunch hour) or 2:40pm – 4:00pm.

STARTING SALARY: $11.04/hour; wages are paid once per month.

ADDITIONAL INFORMATION: Contact Tori at (530) 541-4111 ext. 380

DATE OF ANNOUNCEMENT: September 10, 2013

LAKE TAHOE COMMUNITY COLELGE IS AN EQUAL OPPORTUNITY EMPLOYER

Special Accommodations:
If you are in need of special services or facilities due to a disability in order to apply or interview for this opening, please call Human Resources at 541-4660, ext. 226.
Note: All persons hired by Lake Tahoe Community College District are required to prove employment eligibility in compliance with the immigration reform and control act of 1986.

LAKE TAHOE COMMUNITY COLLEGE DISTRICT

CLASS TITLE: **TRiO Upward Bound Tutor**
CLASS CODE: **Temporary, hourly** **RANGE:**
(Schedule F -- $11.04/hour)

DEFINITION:

Under the direction of the TRiO Specialist, an Upward Bound Tutor provides tutoring and support services to students who are at risk, first generation college students and or low-income students.

DISTINGUISHING CHARACTERISTICS:

Upward Bound tutors work with students from a variety of low-income, cultural and academic backgrounds, and with a range of learning styles and challenges. This position must possess good interpersonal communication skills, the ability to work well with others, the desire to engage youth, strong organizational skills, and demonstrate sensitivity to the needs of disadvantaged students.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and abilities. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class.) It is impractical to list all the essential functions in a job description. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function.

REPRESENTATIVE DUTIES:

Provide information, advice, support and encouragement to Upward Bound participants.

Help students stay motivated.

Help students understand course material.

Help students prepare and study for quizzes, exams, and projects.

Help students identify learning styles and improve study skills.

Provide early referral to support services to ensure academic success.

Provide early intervention through frequent (weekly) contact with students.

Provide problem solving assistance appropriate to the individual student.

Help build academic success strategies appropriate to the individual student.

Serve as a liaison to course instructors, students, and program staff.

Maintain tutoring contact log, timesheet and any other materials, as requested, to the Instructional Specialist on a monthly basis.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Subject area of tutor/mentor program.
Tutoring methods and learning strategies and styles.
Correct English usage, grammar, spelling, punctuation and vocabulary.
The needs and challenges of students with socially and economically disadvantaged backgrounds

ABILITY TO:

Work with students from a variety of low-income, cultural and academic backgrounds and with diverse learning styles, and display sensitivity to the needs of disadvantaged students.
Maintain current knowledge of application software and operating systems used in assigned centers.
Successfully tutor students in assigned subject area.
Communicate effectively both orally and in writing.
Establish and maintain cooperative relationships with those contacted in the course of work.

MINIMUM EDUCATION AND EXPERIENCE:

Any combination equivalent to: possession of a cumulative GPA of 2.8 or higher, and completion of at least one high risk course at LTCC.

ADDITIONAL REQUIREMENT (LICENSURE/CERTIFICATION):

A letter of recommendation from a counselor or a faculty member in the subject area(s) of mentoring and/or tutoring.

September 2013

Position applied for: _____

One College Drive

South Lake Tahoe, CA 96150-4524

APPLICATION FOR CLASSIFIED EMPLOYMENT

PLEASE READ CAREFULLY: A resume may be attached but this does not relieve the requirement to COMPLETE ALL SECTIONS of this application. An incomplete application may disqualify you. A poorly completed application may work against you in the screening process. Read the job notice and description to be sure you meet the minimum requirements.

PERSONAL

Date _____

Name _____
Last First Middle

Present Address _____
Street P.O. Box City State Zip

Telephone No. _____
Home Business Cell

Email Address _____

Are you legally eligible for employment in the U.S.A.? _____ Are you under the age of 18? _____

Other than English, please list any language you speak and write fluently _____

Have you ever been convicted or pleaded nolo contendre for any crime other than a minor traffic violation? (A "yes" does not automatically disqualify you from further consideration. You will be fingerprinted.) _____

If yes, please describe in full on a separate page.

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Check Last Year Completed	Did You Graduate?	List Diploma or Degree
High			1 ☐ 2 ☐ 3 ☐ 4 ☐	☐ Yes ☐ No	
College			1 ☐ 2 ☐ 3 ☐ 4 ☐	☐ Yes ☐ No	
Other (specify)			1 ☐ 2 ☐ 3 ☐ 4 ☐	☐ Yes ☐ No	

If your application is considered favorably, on what date will you be available for work? _____

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with our district? _

CLERICAL SKILLS: Typing Speed _____

Other relevant skills or certifications? _____

LIST EMPLOYMENT FOR THE PAST 10 YEARS BELOW, BEGINNING WITH YOUR MOST RECENT

1. Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

2. Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

3. Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

4. Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

May we contact the employers listed above? ___ If not, indicate by No. which one(s) you do ***not*** wish us to contact _____
_____

MILITARY SERVICE RECORD

Were you in the Armed Forces? _____ If yes, what Branch? _____ Rank _____

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history through any investigative bureaus of your choice.

_____
Signature of Applicant

AN EQUAL OPPORTUNITY EMPLOYER

Lake Tahoe Community College
Demographic Survey (Confidential)

The following information is necessary for Lake Tahoe Community College to evaluate its recruitment and hiring practices and to prepare reports required by state and federal agencies. The information you provide is strictly confidential and is removed from your application form. Your cooperation in voluntarily providing this information is greatly appreciated.

Name:		Position Applied For:	
Date:		Gender:	☐ Male ☐ Female

Are you a person with a disability? ☐ Yes ☐ No If yes, do you need any accommodation(s)? ☐ Yes *If yes, please call Human Resources at (530) 541-4660, ext. 226.*	*As defined in the Americans with Disabilities Act of 1990, a disabled person is one who: 1) Has a physical or mental impairment which substantially limits one or more major life activities; 2) Has a record of such an impairment; or 3) Is regarded as having such an impairment.

Heritage:	☐ **Asian excluding Filipino**: All persons having origins in any of the original people of the Far East or Southeast Asia (Chinese, Japanese, Korean, Laotian, Cambodian, Vietnamese, Asian Indian, Other Asian). ☐ **Black/African-American**: (not of Hispanic origin): All persons having origins in any of the black racial groups of Africa. ☐ **Filipino:** All persons having origins in any of the original people of the Philippine Islands ☐ **Hispanic** (Chicano/Latino/Mexican-American): All persons of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race. ☐ **Native American**: All persons having origins in any of the original people of North America and who maintain cultural identification through tribal affiliation or community recognition. ☐ **Pacific Islander:** All persons having origins in Guamanian, Hawaiian, Samoan or other Pacific Islander group. ☐ **White/Caucasian** (not of Hispanic origin): All persons having origins in any of the original people in Europe, the Indian Subcontinent, or the Middle East. ☐ **Other foreign national** (please specify): ☐ **Decline to state**
Status:	☐ Veteran ☐ Vietnam Veteran ☐ US Citizen ☐ Permanent Resident

Recruitment Information: How did you hear about this position/job?

☐ Chronicle of Higher Education
☐ Chancellor's Registry
☐ College Employee
☐ College Placement Office
☐ District Web Site
☐ Local Publication: ☐ Tahoe Tribune; ☐ Other (please specify):
☐ Job Fair (please specify location):
☐ Journal or other discipline publication (please identify):
☐ Word of Mouth
☐ Other (please specify):

We appreciate you assistance in providing statistics to help us improve our recruitment efforts.

Lake Tahoe Community College, One College Drive, So. Lake Tahoe, CA 96150