

---

<b>Job Title</b>	Tutor
<b>PVN ID</b>	JJ-2402-006163
<b>Category</b>	Instruction and Social Service
<b>Location</b>	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
<b>Department</b>	Upward Bound Program
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$16.00-\$18.00
<b>Hour(s) a Week</b>	13.00-34.00
<b>Closing Date</b>	Jun 29, 2024 (Or Until Filled)

## General Description

---

The Upward Bound Program helps encourage qualified individuals complete high school and enroll in post-secondary institutions of their choice. The program provides individual and group tutoring, counseling, advisement, and technical assistance. Participants in the program received help with educational exploration and planning; college entrance exam preparations; admission and financial aid procedures; cultural and motivational development; and guidance on secondary school re-entry or entry to other programs.

## Other Duties

---

Under the Curriculum Coordinator/Counselor supervision, tutors will work with students to improve their academic aptitude by providing academic tutoring in groups as well as individually. Tutoring will take place during the weekdays, after school from 3:00 PM-6:00 PM, Tuesday through Thursday. The Program also offers some tutoring on Saturday from 10:00 AM to 2:00 PM.

## Qualifications

---

Applicants must be in good standing academically with a G.P.A. of 3.0 or better in the subject they are planning to Tutor.

Subjects are:

- Mathematics (Algebra, Geometry Trigonometry, and Calculus)
- English
- History

Must be able to tutor at least two of these subjects and provide a college transcript.

Position will begin immediately. Academic program begins September through June. There may be Saturday tutorial sessions from 9:00 AM to 2:00 PM. The summer program begins June 2024 through August 2024 with a possible increase in hours from part-time to full-time.