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| <b>Job Title</b>      | Tutor/Student Advocate                   |
| <b>PVN ID</b>         | ME-2112-004429                           |
| <b>Category</b>       | Instruction and Social Service           |
| <b>Location</b>       | MEDGAR EVERS COLLEGE                     |
| <b>Department</b>     | Medgar Evers College Liberty Partnership |
| <b>Status</b>         | Part Time                                |
| <b>Hourly Rate</b>    | \$15.00-\$17.00                          |
| <b>Hour(s) a Week</b> | 8.00-19.00                               |
| <b>Closing Date</b>   | Mar 31, 2022 (Or Until Filled)           |

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## General Description

### Part Time Tutor/Student Advocate— Liberty Partnerships Program

CUNY Medgar Evers College is seeking to fill the position of Tutor/Student Advocate in the Liberty Partnerships Program. The Tutor/Student Advocate will assist the Director in implementing the Liberty Partnerships Program, an after-school, day school and summer program designed to promote successful graduation, college readiness and career development among high school students. Some daytime hours may be required. Programming occurs at local school districts, field trips, and on the CUNY Medgar Evers College campus. It requires a flexible work schedule. The Tutor/Student Advocate for the Liberty Partnerships Program reports to the LPP Director. This is a part-time, grant-funded position.

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## Other Duties

### DUTIES AND RESPONSIBILITIES

- Interact with students in order to assess their academic needs, work with the LPP team to develop learning plans and assist with designing curriculums.
- Assist in directing and coordinating the planning, implementation and evaluation of the Liberty Partnerships Program in and out-of- school time for high school students enrolled in programming at the Liberty Partnership Program.
- Tutor LPP students based on assessed areas of need.
- Comfortable assisting students with academic/homework needs at the middle and high school level.
- Facilitate group discussions on topics related to college readiness, life skills and youth development.
- Mentoring students regarding academic and personal issues at the individual and group level.
- Keep informed of current trends in education.

- Perform other duties as assigned by the Director.

## Qualifications

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### **QUALIFICATIONS:**

- College background preferred
- Experience or willingness to work with disadvantaged youth
- Ability to demonstrate strong knowledge in specific academic subjects
- Experience in youth counseling, social work, or case work