



<b>Job Title</b>	Tutor/Program Aide (4)
<b>PVN ID</b>	QB-2301-005349
<b>Category</b>	Instruction and Social Service
<b>Location</b>	QUEENSBOROUGH C. C.
<b>Department</b>	The Liberty Partnerships Program-CEWD
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$16.00-\$17.00
<b>Hour(s) a Week</b>	16.00-17.00
<b>Closing Date</b>	Feb 22, 2023 (Or Until Filled)

## General Description

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### Duties:

Under the supervision of the Case Management Specialist and Director will:

- \* Be proficient to tutor in middle and high school subjects specially math
- \* Be prepared to take a short math quiz
- \* Assist with the supervision of middle and high school students attending the program
- \* Assist with chaperoning trips, and supervision on and off campus activities
- \* Assist in the program's evaluation completion by students
- \* Provide and keep tutoring logs
- \* Act as program ambassador at the schools by making presentations about the program.
- \* Deploy sports, art and other workshops' supplies

## Other Duties

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### Requirements:

\*Resume, short cover letter and copy of transcript. Working papers. State issued ID and SS Card

\*Must be able to make a commitment of at least a program's year. Fall, Spring and Summer.

\*Must be reliable, dependable, and punctual

\*Must attend mandatory compensated orientation, and professional development meetings scheduled for every session of the year

\*Must encourage students' engagement in learning and must be a role model

\*Must be comfortable asking questions, and requesting support, when needed

**Salary:** \$16 per hour under 60 college credits. \$17 per hour above 60 credits

**Scheduled:** Saturdays - In person -5hrs 10-3pm Fall and Spring

**Summer:** 4 weeks during the month of July. Mondays, Tuesdays, Wednesdays 10am-3:00pm. Chaperone trips on Thursdays. Hours vary.

## Qualifications

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