CSU STUDENT EMPLOYMENT JOB POSTING FORM

JOB TITLE:	CPL America Reads Tutor
DEPARTMENT:	Office of Civic Engagement
SUPERVISOR:	Anita Ruf-Young, Program Coordinator, CPL America Reads and Viking Corps
JOB DURATION:	Fall 2020
FWS AWARD REQUIRED?	No
APPLICATION EXPIRATION:	**4/1/2021**
Remote?	**Yes**

JOB DESCRIPTION: Work as a reading/homework tutor for elementary school-aged children in selected Cleveland Public Libraries (Collinwood, East 131st, Fleet, Fulton, Garden Valley, Glenville, Hough, Langston Hughes, Rice, Rockport, Sterling, Walz, and Woodland). Position Accountabilities: Tutors will be able to effectively tutor children, kindergarten through eighth grade, in a variety of subject areas using developed verbal and written communication skills. Qualifications: **No prior tutoring experience needed**. Must be reliable and have a desire to work with young children in an urban setting. Freshman through graduate-level students may apply. **All majors are eligible**. Tutors are required to provide their own transportation to and from the tutoring site. All sites are accessible by bus, but depending on where you are traveling from, travel time could be an issue by bus. *America Reads tutors are CSU Student Employees and must be legally able to work at an off-campus site. It is a violation of United States visa regulations for F-1 visa students who are not enrolled in OPT/CPT to work off-campus. Any International Student who wishes to work off-campus MUST go to the Center for International Services and Programs to have their request reviewed and approved.* Learning Objectives: Students will be able to demonstrate excellent communication skills, time management skills, teamwork skills, and conflict/behavior management skills in their daily work environment. Students will create or build upon a professional resume. Students will develop a better understanding of community service and diversity. Days/Times Needed: Monday - Thursday, Tutors must work at least two of those days and for two hours during the period of 3:00pm – 6:00pm.

JOB FUNCTION: Community & Social Services, Education/Teaching/Training

HOW MANY STUDENTS
DO YOU EXPECT TO HIRE?   50

SALARY: $10.00 per hour and up, up to 12 hours per week

REQUIRED DOCUMENTS: Cover Letter, Letter of Reference, Class Schedule

EMAIL TO SEND
APPLICATION DOCUMENTS: a.rufyoung@csuohio.edu