Sample



# Job Description College Boards

College Students Wanted to Work as GEAR UP Academic Mentors At XXXX High School

JOB #XXXX

What is an Academic Mentor?

The GEAR UP Academic Mentors assist high school students primarily with Algebra, both in and out of class, individually and in small groups, so that they may master the subject, improve their grades, and be better prepared for high school and, ultimately, college. They may occasionally assist students in other subjects. They also serve as role models, inspiring and motivating students to excel academically and to pursue postsecondary education.

### Who are the Academic Mentors and what are we looking for?

* Academic Mentors are college students from similar backgrounds as our students, who attend XXX High
* Minimum 2.75 Grade Point Average in College
* Ability to tutor in major subject areas (Math, English, Science, etc.)
* Ability to relate well to underserved, high-risk students.

### What will they do?

* Work in the classroom during the regular school day to assist both the teacher and the students
* Assist with homework, assignments, special collaborative projects, and specific subjects in and out of class.
* Assist the GEAR UP site Team with reporting, data/research gathering, and record keeping.

### When will they work?

* During school in classrooms as teacher’s aide
* During school, in pull-out programs
* Before or after school in the tutoring lab or classroom
* Occasional Saturdays to support special programs

Note: Academic mentors will not be placed in a one-on-one situation with students. A teacher or the GEAR UP Coach will be present at all times.

### How will they be trained?

* Online + one day training
* Initial training followed by monthly meetings.

### Key Elements of the tutoring program:

* Establish relationships of trust and open communication between Academic Mentor, teacher and students
* Communicate with teachers about ways to improve students’ work
* Communicate with the GEAR UP Coach to discuss student progress

### Specific duties and responsibilities of Academic Mentors:

1. Provide academic assistance to assigned students, either in a group or individually.
2. Liaison with the teacher and work under the teacher’s direction, to assist the student.
3. Attend periodic training sessions to increase competency in working with students.
4. Maintain records on all work performed, using service logs provided.
5. Provide evaluations and other reports as requested by the GEAR UP staff.
6. Help students develop positive attitudes toward learning and studying.
7. Help students develop self-confidence, reduce anxiety or fear of failure in academic work, and help students develop a college-going identity.
8. Help students develop a high level of motivation in academic areas.
9. Assist students in achieving a better understanding of specific subject material and in improving academic skills in designated subjects.
10. Help students develop the study skills necessary for academic success.
11. Establish and maintain rapport with assigned students.
12. Serve as a role model for students.

### How to Apply:

Apply at XXX Unified School District by Month Date, Year, Position Number XXXXX. For more information, contact Name, GEAR UP Coach, at XXX.XXX.XXXX