



## BE YOUR BEST

### Tutor Job Description

### June 11-August 2, 2018

Job Title	<b>Be Your Best (BYB) Tutor</b>	
Job Location	Riverland Community College—Austin Campus	
Supervisor	Be Your Best Coordinator, Melodee Morem (507) 433-0558 <a href="mailto:mmorem@riverland.edu">mmorem@riverland.edu</a>	
Hours	Monday through Thursday from June 11 – August 2, 2018 10-25 hours/week at \$11 per hour. (Hours vary depending on tutoring subject)	
Additional Paid Hours	Training	10+ hours
	Bonus Tutoring hours	5 hours/week
	Orientation	4 hours (Sunday, June 10, 2018)
	Field trips	16 hours
	Graduation	4 hours (Thursday, August 3, 2018)
	Driving hours	2-10 hours/week
About BYB	<p>The Be Your Best (BYB) Summer College Prep Academy is a free program for teens and young adults between the ages of 16 and 22. At Be Your Best, students have the opportunity to prepare for college by taking pre-college Math, Reading, and Writing. Students receive guidance and support through dedicated instructors, advisors, counselors and tutors. Students will also benefit from the educational seminars designed for college success and participate in leadership, volunteer, and educational activities and field trips throughout the summer.</p>	
Tutor description	<p>Be Your Best (BYB) tutors will lead individual or group tutoring sessions. Tutors will help students improve their comprehension of the specific course content by modeling various study strategies and effective approaches. Tutors are proactive and responsive to the student's needs and may schedule additional tutoring time as needed. Tutors maintain records of sessions and provide progress and status reports to the supervisor. Tutors are required to complete a computerized training session and additional training from professional staff during BYB and prior to the beginning of the program. Tutors also participate and assist in</p>	

bi-weekly seminars and special events such as the BYB Orientation & Graduation and in organizing fun activities and field trips throughout the summer.

**“Driving Tutors”**

Some tutors may gain additional hours by providing rides for participants to and from the Owatonna/Albert Lea area to the Austin Riverland campus using a Riverland state vehicle. The tutor must have a valid driver’s license, auto insurance and go through a background check to be eligible.

**Position Qualifications:**

**Required:**

- At least 18 years of age or will be by the start of the program (June 11, 2018).
- Self-directed/ability to work independently
- Knowledge and ability to work with students that are different from your own culture/traditions
- Experience that demonstrates critical thinking, problem solving and outstanding leadership skills
- Have earned at least a B+ in college-level English and/or Math (i.e. Freshman English/College Algebra)
- Have completed at least 12 credits of college level work at a college or university setting
- Availability Mondays - Thursdays from 8 a.m. to 4:00 p.m. (for specific times see application)
- Availability for 3-4 evenings throughout the summer for special events given one week’s notice
- Availability to attend 10-hours of tutor training prior to June 11, 2018 (dates to be determined)

**Preferred:**

- Have a valid driver’s license and auto insurance and be willing to work additional hours to provide rides for participants using a Riverland state vehicle (large van)
- Have prior experience with the Be Your Best Program (past participant/tutor or volunteer)
- A current Riverland Student or Riverland Alumni
- Have prior experience with tutoring Math and/or English
- A first-generation college student (your parents did not complete a bachelor’s degree)
- A member of a racial/ethnic minority (African, American Indian, Asian, Hispanic etc.)



# BE YOUR BEST

## Tutor Application

Due: Friday, April 20, 2018

### PERSONAL INFORMATION:

**Name:** \_\_\_\_\_ **Gender: Male**  **Female**

First Name

MI

Last Name

**Address:** \_\_\_\_\_

Number and street

City

State and Zip Code

Home Phone

Cell Phone

E-mail Address

My highest educational level is:

Some college: \_\_\_\_ Associate's degree: \_\_\_\_ Bachelor's or higher degree: \_\_\_\_ other (please explain): \_\_\_\_\_

### CHECK ALL THAT APPLY:

- I am at least 18 years of age or will be by the start of the program (June 11, 2018).
- I have a valid Driver's License and Auto Insurance
- I am a current Riverland Student or Riverland Alumni
- I am a current college student at: \_\_\_\_\_
- I have prior experience tutoring: Subject(s) \_\_\_\_\_ Grade Level(s) \_\_\_\_\_
- I have prior experience with the Be Your Best Program as a \_\_\_\_\_ (student/tutor/volunteer)
- I have completed at least 12 credits of college level work at a college/university setting
- I am a member of a racial/ethnic minority (African, Asian, American Indian, Hispanic etc.)
- I am a first generation college student (my parents did not complete a bachelor's degree)

### CHOOSE AREA OF INTEREST (you may choose more than one):

- MATH TUTOR** (Approximately: 17+hours/week)
- ENGLISH TUTOR:** (Approximately: 17+ hours/week)

### ADDITIONAL HOURS—CHECK ALL THAT APPLY:

- I am available to work Mondays through Thursdays from 5:30 am to 8 am to provide rides for participants using a Riverland state vehicle.
- I am available to work Mondays through Thursdays from 3:30 pm to 6:30 pm to provide rides for participants using a Riverland state vehicle.

**SHORT ESSAY QUESTIONS:**

Please type your answers to the following questions and attach them to this application.

1. Please tell us why you would be a good tutor for the Be Your Best Summer Academy? For example, what characteristics make you a good candidate for this position?
  
  
  
  
  
  
  
  
  
  
2. Please describe your understanding of diversity and culture. Tell us about your experience working with people of diverse cultures.
  
  
  
  
  
  
  
  
  
  
3. Please describe your prior tutoring experience or work with students.
  - a. Describe your duties. What did you gain from this experience?
  
  
  
  
  
  
  
  
  
  
  - b. What was your biggest challenge as a tutor/mentor, and how did you overcome this challenge?

**A COMPLETE APPLICATION PACKET MUST INCLUDE:**

- One completed application including essay questions (Pages 3-4 of this packet). You may keep pages 1 and 2 for your information.
- One letter of recommendation (preferably from a college professor or supervisor of a past tutoring experience)
- One college transcript *\*Your unofficial college transcript must show proof of successful completion of college-level English and/or Math (i.e. Freshman English or College Algebra) with at least a B+*

Return the application packet to **Melodee Morem** by **Friday, April 20, 2018.**

Drop it off at Riverland, Austin East Campus Student Services or mail to:

**Riverland Community College  
Melodee Morem, BYB Coordinator  
1900 8<sup>th</sup> Avenue NW  
Austin MN 55912**

***\*Tutor interviews will be held sometime in the last week of April or first week of May: you will be notified of exact time/date once we review your application.***

Have questions? Call: 507-433-0558 or email: [mmorem@riverland.edu](mailto:mmorem@riverland.edu)

**Disclosure:** Riverland Community College asks you to provide private information to process your application. You are not legally required to provide this information; however, the college might not be able to process your request if you do not provide sufficient information. Access to this information is limited to the Be Your Best Tutor Selection Committee and those involved in the process. Under certain circumstances, federal and state laws authorize release of private information without your consent to state and federal agencies or as otherwise permitted by other state and federal laws.