

# WORK STUDY OR VOLUNTEER PROTOTYPES-GED TUTOR (CPMP)

2019-2020

## Position Information

<b>Position Primary Purpose Summary</b>	Prototypes is seeking students that will help to provide GED tutoring for the Community Mother Prison Program. This program is vital because it helps clients to get recovery counseling, skills, employment and housing. As a GED tutor, you will be responsible for planning and executing GED classes. You will need to be able to explain high school level English, writing, science, social studies, and math topics, including fractions, graphing, geometry, etc.
<b>Eligibility</b>	Work study eligible
<b>Pitzer Department</b>	Community Engagement Center (Scott Hall 108)
<b>Reports To</b>	Prototypes site Supervisor and Community Engagement Fellow
<b>Full-Time or Part-Time</b>	Part Time
<b>Hours Per Week</b>	6-8 hours per week (flexibly arranged)
<b>Regular or Temporary</b>	Temporary based on performance.
<b>Work Schedule</b>	Tuesdays and Thursdays 8AM-9:30AM and/or 10:45AM-11:30AM
<b>Position Start Date</b>	September, 23 <sup>rd</sup> 2019
<b>Position End Date</b>	TBD

## Position Summary Information

<b>Essential Functions</b>	<ol style="list-style-type: none"><li>1. Create and execute lesson plans for learning GED test material through GED books and specialized curriculum.</li><li>2. Direct CPMP clients to supplemental resources for GED help.</li><li>3. Prepare to attend group meetings with fellow tutors.</li><li>4. Schedule weekly check-ups with site supervisor and Community engagement Fellow.</li></ol>
<b>Requirements</b>	<ol style="list-style-type: none"><li>1. Complete an interview with community partner and CEC.</li><li>2. Begin the clearance process within the first week of classes (fingerprinting, background check, prototypes clearance packet)</li></ol>

3. Be present at one of the CEC ethics training and orientation:
  - Friday, September 13th 10AM-12PM
  - Wednesday, September 18th 4PM-6PM
  - Saturday, September 21st 1PM-3PM
4. Be present at the Prototypes orientation: Date/Time TBD
5. Must be a student of Pitzer College.
6. Must commit for a minimum of one semester.
7. Be available to work on Tuesdays and Thursdays 8AM-9:30AM and/or 10:45AM-11:30AM

### **Physical Requirements**

This is generally a sedentary role. It requires the ability to sit for prolonged periods of time and the manual dexterity and ability to operate a computer for prolonged periods of time

## **Posting Detail Information**

### **About Pitzer College**

Pitzer College — a private, undergraduate, coeducational college of the liberal arts and sciences — is consistently ranked among the best such colleges in the country. Located in Claremont, California, a city about 35 miles east of Los Angeles, Pitzer is a member of The Claremont Colleges consortium and benefits from the shared resources of seven institutions.

### **Employment Requirements**

Employment is contingent upon a candidate possessing the knowledge, skills and abilities to be able to successfully perform the essential duties of the position, or be able to explain or demonstrate how the essential functions will be performed, with or without reasonable accommodation, using some other combination of skills and abilities

### **Equal Employment Opportunity and Non-Discrimination**

Pitzer College adheres to both the letter and the spirit of Equal Employment opportunity and Affirmative Action. It does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, sex, gender, age, sexual orientation, marital status, pregnancy, disability, medical condition, or veteran status, in the administration of its admission policies, educational policies, scholarship and loan programs, athletic and other College-administered programs, and employment policies. Pitzer strongly encourages candidates from underrepresented groups to apply.

**Safety Report:** In compliance with applicable law, Pitzer College publishes an annual report containing statistical information concerning the occurrence of crime on campus and adjacent

thereto, as well as policies and practices concerning security. A copy of this report is online at <http://www.cuc.claremont.edu/cs/index.asp> or by contacting The Claremont Colleges Department of Campus Safety: 251 E. Eleventh Street, Claremont, CA 91711-3947; (909) 621-8170.

## Applicant Documents

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**Required Documents** – submit all materials via email to [jackie\\_contreras@pitzer.edu](mailto:jackie_contreras@pitzer.edu)

1. Professional Resume
2. CEC Student Application for Employment (available on CEC website)
3. Availability worksheet and class schedule.