



GEAR UP College Preparation Assistant (CPA)
JOB DESCRIPTION
Fall 2008



Job Description: College Preparation Assistants (CPA's) will work with students in the Clover Park and Oakville School Districts which include: Woodbrook Middle School (Lakewood), Lochburn Middle School (Lakewood), and Oakville Middle School (Oakville). CPA's will be part of the federally funded GEAR UP grant program designed to significantly increase the number of students who enter into college. The primary focus of the CPA tutoring program is to assist students with the planning and preparation for college and beyond.

Specifically, CPAs will:

1. Work with students in a classroom setting, individually, and in small groups to provide academic assistance in mathematics, science, reading, and writing.
2. Assist students in math or reading computer labs.
3. Lead literature circles or reading groups.
4. Work with students in academic, leadership or community service clubs.
5. Maintain accurate records of daily contacts and activities with students.
6. Work collaboratively under supervision by on-site project staff.
7. Help supervise field trips and other cultural enrichment experiences sponsored by the school or GEAR UP.
8. Assist GEAR UP staff in preparation for GEAR UP activities and workshops.
9. Work with students on college admission and scholarship applications.

Qualifications:

- Current student in good academic standing; person with documented experience working successfully with target age group;
- Must successfully pass a background check;
- Ability to help students in math (up to algebra), science, reading and writing;
- Reliable, responsible and self-directed;
- Excellent communication and interpersonal skills;
- Interest in working with middle school students from diverse cultures;
- Willing to learn methods of effective tutoring;
- Valid Photo ID;
- Must be able to find reliable transportation;
- Must be able to attend mandatory, paid trainings, prior to working in the schools, as well as on-the-job training.

Rate of Pay: \$12.00 per hour

Hours per Week: 15-19 (Must be able to work at least four consecutive hours at a time.)

For application materials: Contact Rachel Martinez, GEAR UP Program Coordinator, at (360) 867-5801 or martiner@evergreen.edu to obtain an application packet. Visit the GEAR UP website to access additional information at www.evergreen.edu/gearup.

Students may be Work Study or non-Work Study.