

EGAN OFFICE OF URBAN EDUCATION AND COMMUNITY PARTNERSHIPS

Title:	PSI Tutor-Mentor
Campus:	Lincoln Park/Off-Campus
Weekly Hours:	15
Schedule:	Varies by assigned school
Position Starts:	Immediately through June 2016 (no work over summer vacation)
Compensation:	Student must be eligible to receive a scholarship award through the Financial Aid Office of about \$1300 per quarter.

About the Steans Center: The Steans Center for Community-based Service Learning develops mutually beneficial relationships with schools and community organizations to engage DePaul students, staff and faculty in opportunities grounded in the Vincentian values of respect for human dignity and the quest for social justice.

About Public Schools Internships: The core of UECP's Public School Internships is the cadre of DePaul tutor-mentors who receive scholarship funding to work in public schools. Tutors work to enhance student learning through tutoring, mentoring, and supplemental enrichment activities and to support and build community-school partnerships. PSI tutor-mentors are trained in asset-based approaches to community development and to identify ways in which DePaul and other organizations can support school and student success. ***Tutors must be willing to commit to tutoring with your assigned school for the entire academic year (three quarters).***

PRIMARY RESPONSIBILITIES:

1. Ensure excellent tutoring, mentoring and classroom assistance by participating in and putting into practice pre-service training and ongoing professional development.
2. Attend and actively participate in mandatory weekly reflections, trainings and team meetings.
3. Develop knowledge of tutoring and mentoring practices and related topics through readings, research and practice.
4. Apply effective tutoring and mentoring practices in the tutor-tutee relationship.
5. Demonstrate respect for and learning from children and adults from diverse perspectives and backgrounds.
6. Maintain an enthusiastic, caring and positive relationship with students.
7. Ensure excellent relationships with school staff and team members through responsible, professional behavior; excellent communication; and a positive, helpful attitude.
8. Model professionalism in communication, dress, attendance and punctuality, initiative and leadership.
9. Be flexible and take initiative whenever necessary.
10. Adhere to all policies and procedures as determined by DePaul University, PSI/Egan UECP/Stearns Center and the assigned school(s).
11. Participate in community service and community-building projects beyond the assigned school.

12. Maintain confidentiality and adhere to mandated policies and procedures regarding child neglect and abuse.
13. Other duties as assigned.

POSITION REQUIREMENTS:

A PSI Student Employee must:

- *Must be willing to commit to working the entire 2015-2016 academic year with your assigned school.*
- *Must be eligible for financial aid to receive scholarship award. Please check with Financial Aid/DePaul Central to make sure you are eligible.*
- Be a full time DePaul University student, 18 years or older.
- Be willing to provide own transportation or use public transportation to school sites (off campus).
- Complete child protection/child abuse reporting training, TB test, finger printing and criminal background checks.
- Be open to learning new perspectives about education, community-building and social justice.
- Be able to work well both independently and as a team member.
- Be punctual with excellent attendance record and time management skills.
- Be able to work with and learn from people of diverse backgrounds.
- Have a positive enthusiastic attitude as a role model for young children and youth.
- Have strong organizational skills, as well as written, oral and interpersonal communication skills.
- Be flexible in working with young students in public schools with limited resources.
- Previous experience with young children and tutoring preferred.

Please contact: Lourdes Sullivan (lsulli17@depaul.edu) for an application and/or any questions.