

## Colorado GEAR UP Gaining Early Awareness and Readiness for Undergraduate Programs

Colorado GEAR UP is a 7-year federal grant that is funded by the U.S. Department of Education and is managed by the Colorado Department of Higher Education. The Colorado GEAR UP program supports efforts to increase the number of low-income students to obtain a high school diploma and prepare for and succeed in college. For more information about our program, please visit [www.coloradogearup.org](http://www.coloradogearup.org).

### Contract Position

This position is a contract position. The tutor will provide direct tutoring services for high school 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> graders in various academic subject areas. See specific subject(s) below.

### Responsibilities:

- Provide direct tutoring services for various academic courses and assist students with course content, assignments, projects and preparation for quizzes and exams.
- Create a tutoring environment that provides students with guidance, assistance and structure in effort to help students accomplish course requirements successfully.
- Provide students with the tools, strategies and knowledge that will help them complete course requirements successfully including but not limited to study skills, homework habits and test taking skills.
- Work closely and collaboratively with the school's teachers and GEAR UP advisor on student engagement, productivity, reporting, successes and challenges.
- Track and keep record of tutoring services.

### Minimum Qualifications:

- Tutoring experience with students
- Ability to acquire and conceptualize course content
- Self-starter & self-directed
- Excellent verbal and written communication skills
- Results oriented
- Passionate about the success of students
- Ability to motivate others
- Ability to develop rapport with students
- Ability to work with a diverse population

### Location & Work Schedule

This position will start 100% online. Due to Covid-19, it is unknown if students will transition to in-person, in a hybrid model or remain online. Applicants must be open to a flexible work schedule that will later be determined by the school or school district. This means the tutor must be willing to tutor in-person and/or online. Online tutoring will use the GoogleMeets platform.

The tutoring services will be paid based on students utilizing the service.

Services will not be required during school breaks, teacher planning days, testing days, articulation days or school holidays.

Start Date   End Date	Days/Time	Hours Per Week	Tutoring Subjects
Start: As soon as possible End: Mid-May 2021. Exact date TBD	Tuesdays, Wednesdays & Thursdays  9:00 AM - 12:30 PM & 3:30 PM – 5:00 PM	15	<ul style="list-style-type: none"> <li>• English Language Arts</li> <li>• Algebra &amp; Geometry</li> <li>• English Composition. This is a 100-level college course offered through the dual enrollment program.</li> </ul>

Compensation: The contractor will submit biweekly invoices to receive payment.

\$14 per hour -College Student

\$16 per hour –Associate’s Degree

\$18 per hour –Bachelor’s Degree

\$20 per hour –Master’s Degree

Criminal Background check required.

**If Interested:** Send your resume to [clangan@college-assist.org](mailto:clangan@college-assist.org).