

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.

Contract Position

This position is a contract position. The tutor will provide direct tutoring services for high school 10th, 11th and 12th 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

Mithcell High School in Colorado Springs Colorado.

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, school holidays or any non-contact student days.

Start Date End Date	Days/Time	Hours Per Week	Tutoring Subjects
Start: Immediately End: May 2023 (Exact day TBD)	Tuesday/Thursday 7:35am-12:45pm Wednesday/Friday 11am-3pm	18.5	Algebra, College Algebra & Chemistry

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.

The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law.

The Colorado Department of Higher Education is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our Human Resource Director, Cindy Langan, at HR@dhe.state.co.us or call 720.264.8575.