

# IRWIN W. STEANS CENTER

FOR COMMUNITY-BASED SERVICE LEARNING & COMMUNITY SERVICE STUDIES

## EGAN OFFICE OF URBAN EDUCATION AND COMMUNITY PARTNERSHIPS

<b>Title:</b>	Tutor-Mentor
<b>Campus:</b>	Lincoln Park/Off-Campus
<b>Starting Salary:</b>	\$11.00
<b>Weekly Hours:</b>	15
<b>Schedule:</b>	Varies by assigned school
<b>Position Starts:</b>	Immediately through June 2016 (no work over summer break)

**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 the Catholic Schools Partnerships and Internships:** Catholic Schools Partnerships (CSP) is housed in the Monsignor John J. Egan Office of Urban Education and Community Partnerships (UECP) at the Steans Center as part of our school-based partnerships programs. Drawing on Egan UECP's long history of promoting social justice and its deep reach into Chicago neighborhoods and schools, CSP seeks to further connect our Catholic schools to community and university partners and resources.

A key component of CSP is the Catholic Schools Internships (CSI) program. CSI is a community service work-study program that allows DePaul University students to serve in Chicago's most under-resourced Catholic schools providing classroom assistance, tutoring, mentoring, and supplemental enrichment activities. In the tradition of Monsignor Egan, CSI student employees also learn about issues that impact communities and engage directly in action research, planning and programming aimed at addressing critical urban problems, alleviating poverty, and promoting social justice.

### POSITION SUMMARY:

CSI tutor-mentors are placed in Catholic schools in under-resourced Chicago communities. Depending on the needs of the school, CSI tutor-mentors may assist a teacher(s) in an assigned classroom(s). Tutor-mentors may be assigned individual students or a small group of students to provide more individualized tutoring and/or assistance with classroom assignments. Tutor-mentors who have special skills or talents may negotiate with school staff and their CSI Site Coordinator opportunities to create and implement special enrichment activities such as science fairs, debate club, chess club, soccer teams, Spanish language instruction, dance classes, or other activities. In many schools, CSI tutor-mentors split their on-site hours among all of these types of activities. CSI tutor-mentors must have excellent attendance, a willingness to travel to schools and other sites by public transportation and must commit to work in their assigned school for at least one academic year (three DePaul quarters excluding summer term).

## **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, CSI/Egan UECP/Steans 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 CSI Student Employee must:**

- ***Be willing to commit to working approximately 15 hours per week for the entire school year, including work at your assigned school and CSI trainings.***
- ***Be work-study eligible. Please contact DePaul Central to make sure you are eligible.***
- ***Be willing to commit to registering for and earning a passing grade in CSS 101: Catholic Social Teaching— a two-credit course that meets every two weeks during the winter and spring quarters.***
- 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 (3hrs) 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 Catholic schools with limited resources.
- Previous experience with young children and tutoring preferred.

**TO APPLY:** Please visit the Campus Job Board webpage: <https://studentemployment.depaul.edu/>