Job Title: College Mentor/Tutor

Duties:
- One-on-one and/or group tutoring sessions
- Become familiar with TRiO Talent Search's policies, procedures and objectives
- Keep track of program participants grades and contact student every grading period
- Promote academic success and generate confidence in students
- Maintain communication with other tutors and Supervisor, and when appropriate, with student's faculty and Outreach and Recruitment Specialist
- Keep accurate records showing student contact information and progress
- Model positive college student behavior
- Additional duties as assigned

Additional duties (not included in job description):

Number of positions: 5

Department: TRiO Talent Search

Work Location (room # or area): Off-site: Latino College Prep, Lincoln HS, San Jose HS, Overfelt HS

Desired number of hours per week: 15-19

Duration: ☑ Fall & Spring

Contact information to set up interviews

Name: Luis F. Macias
Phone #: 408-531-6146

Email: luis.macias@evc.edu