



## Tutor Peer Advisor Job Description

<b>Title:</b>	Cal-SOAP Tutor Peer Advisor
<b>Starting salary:</b>	\$10.50 per hour, Work-Study preferred
<b>Hours:</b>	8-19.5 hours per week during the academic school year based on the Santa Barbara/Carpinteria District calendars.

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**PROGRAM DESCRIPTION:** The Santa Barbara California Student Opportunity and Access Program (Cal-SOAP) is a state funded outreach program whose mission is to ensure that underrepresented students (first generation college bound or low-income background) in the Santa Barbara, Goleta and Carpinteria areas have the opportunity of education beyond high school. Cal-SOAP operates through a consortium of educational institutions and community agencies. There is direct involvement of school faculty/staff in the operations of Cal-SOAP.

**ESSENTIAL JOB FUNCTIONS:** Under the supervision of, and cooperation with, the Cal-SOAP Tutor Coordinator and a Site Coordinator, Tutor Peer Advisors assist junior high or high school students in academic subjects in classrooms and/or after school tutorial centers. Tutors provide encouragement and information necessary for students to increase their academic achievement and enter the college or training program of their choice. Topics covered include study skills, career exploration, college preparation, college choice, financial aid, and college application procedures. Documentation of contact with students is required daily and is submitted on a monthly basis for State Reports.

**BI-MONTHLY MEETINGS:** Tutor Peer Advisors are required to attend bimonthly meetings that take place on Friday afternoons from 3:30pm-5:00pm. The purpose of the bimonthly meetings is to provide ongoing training and support to tutors relating to their work experience. The meetings address topics relative to working 7<sup>th</sup> to 12<sup>th</sup> grade students, or will follow important chronological "seasons" in the area of student outreach and college preparation. The schedule of meeting dates will be available in August of 2009.

### **QUALIFICATIONS:**

- ◆ Enrollment at UCSB, SBCC or Westmont with undergraduate or graduate status.
- ◆ Able to meet with students at least twice per week, at a service site, between 8:00 a.m. - 5:00 p.m.
- ◆ Able to work at least 8hrs minimum per week.
- ◆ Able to attend meetings twice a month on Friday afternoons from 3:30pm-5:00pm.
- ◆ Commit to working through the entire academic year, based upon the Santa Barbara and or Carpinteria School District calendar, ending in May or June, depending on college.
- ◆ Must have minimum cumulative 2.5 GPA.
- ◆ Must have reliable transportation.
- ◆ Must receive work-study from their college.
- ◆ Must have access to a computer to regularly use the Internet, email, Microsoft Excel and Word.
- ◆ Interest in, or experience working with junior/middle and high school students who are low income or first-generation college bound.
- ◆ Ability and desire to be a positive role model to students by exhibiting and supporting good study skills and high academic goal setting.

- ◆ Highly motivated, enthusiastic, assertive individual exercising good judgment.
- ◆ Conscientious about priorities, time management and personal appearance.
- ◆ Professional presentation, oral communication, leadership and interpersonal skills.
- ◆ Fingerprinting is required prior to employment, and employment is conditional based on fingerprinting results. Cal-SOAP will reimburse tutors for this fee.

**SPECIFIC DUTIES:**

- ◆ Assist students in academic coursework at a site during class or in tutorial centers. Individual and group instruction.
- ◆ Provide peer mentorship and advising to assist students with goal setting as well as college preparation and planning.
- ◆ **Document daily contacts with students and submit paperwork monthly. (Includes program applications, daily activity sheets, sign-in sheets, timecards, evaluations, etc. for State Report.)**
- ◆ Attend meetings twice a month on Friday afternoons from 3:30pm-5:00pm.
- ◆ Continuous communication with Cal-SOAP Tutor Coordinator, Site Coordinator and teachers via email, phone, and meetings.
- ◆ Review students' progress as determined by completion of homework, test results, and other work assigned to students.
- ◆ Access school resources to further students' academic achievement and the goals of Cal-SOAP (i.e. counselors, teachers, career centers).
- ◆ Adhere to all Cal-SOAP rules and policies.
- ◆ Other duties as assigned.

**APPLICATION PROCEDURE:** Application forms and information may be obtained from the Financial Aid offices at UCSB and SBCC, the Office of Life Planning at Westmont, or from the Cal-SOAP web site. To be eligible, you must include with the application your current class schedule, transcript (unofficial is accepted), one page typed answers to questions listed on the application, and one letter of reference. Resumes are welcome, but will not be accepted in lieu of the application. This is a temporary, at-will position for the 2009-2010 academic year. Continuation of this position is contingent upon your performance and continuation of funding.

**POTENTIAL SITES INCLUDE:** Dos Pueblos High School, San Marcos High School, Santa Barbara High School, Carpinteria High School, Bishop Garcia Diego High School, Carpinteria Middle School, Goleta Valley Junior High School, La Cumbre Junior High School, La Colina Junior High School, Santa Barbara Junior High School, Endowment for Youth Committee and Boys and Girls Clubs.

Have questions about the Tutor Peer Advisor Job?

Contact:

Cal-SOAP Tutor Coordinator

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