



STEP SAT Tutor Position Description

Position Title: STEP SAT Tutor

Supervisor: Kurt Sarsfield, STEP Assistant Director

Job Description:

The Public Service Center is seeking motivated and passionate individuals to serve as SAT tutors for high school students involved in the NYS funded Science and Technology Entry Program (STEP) facilitated in the Ithaca City School District. The mission of the Cornell Science Technology Entry Program (STEP) is to prepare 7th – 12th grade students who identify as members of historically underrepresented groups or as economically disadvantaged prepare for college and careers in STEM (science, technology, engineering, and math) and the licensed professions. STEP is grant funded by New York State Department of Education.

Tutors will follow a curriculum (provided) to guide high school students in preparation for the SAT. Weekly meetings will be held on campus to prepare tutors for weekly Thursday tutoring sessions. Tutors will be assigned to a group of 2-5 students with whom they will continue to work over the course of SAT tutoring sessions. Transportation from the Public Service Center in Kennedy Hall will be provided to and from Ithaca High School. SAT books and other resources will be provided. Tutors are expected to communicate clearly and openly with STEP staff as well as maintain positive relationships with peers, students, and coordinators.

Qualifications:

- Federal Work Study eligible, Cornell Tradition funding, or willingness to volunteer
- Ability to manage small, diverse groups of high school students
- Capacity to accommodate a range of academic abilities
- An enthusiastic, clear dedication to providing valuable opportunities to further academic success for a wide array of students
- Strong organization, planning, and communication skills are a must
- Must be available for Thursday tutoring sessions from 3:00 – 5:00 PM (includes transportation time)

Time Commitment:

- Approximately 2.5 hours/week total which includes one 60-minute tutoring session on Thursday each week, transportation to and from the high school, and one 60-minute meeting with coordinator to review weekly lesson plans.

Remuneration:

- Applicants must be Federal Work Study eligible or have CU Tradition funding. Students without work study funds are able to volunteer for this position.

- \$11.10/hour

Work Schedule:

- September 2019 – December 2019
- Pick-up at Kennedy Hall at 3:00 pm on Thursdays.
- Weekly meeting (1 hour) with coordinator to review lesson plans – time TBD based on tutors' schedules

Application Process:

Please send your resume and a cover letter, outlining your skills and motivation to work with high school students on test preparation, to Kurt Sarsfield at kss226@cornell.edu. Applications will be reviewed until all positions are filled with the goal of completing the process by September 6th. Interviews will be scheduled beginning August 29th, 2019.