



# COMMUNITY ENGAGEMENT CORPS TUTOR/MENTOR POSITION DESCRIPTION

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## Position Summary

The Center for Community Engagement & Service Learning (CCESL) leads the campus in embracing the University of Denver's commitment of "being a great private university dedicated to the public good."

CCESL is committed to working with Denver Public Schools (DPS) through a dynamic array of school-based civic engagement programs. These partnerships with DPS schools span grades, subjects, focus areas, times and locations.

CCESL's Community-Engagement Corps connects DU students and DPS students through in-class and out-of-class mentoring and tutoring support that provides academic assistance, facilitates a better understanding of concepts, and engages students in studying and problem-solving strategies.

## Community-Engagement Corps Tutor Responsibilities

DU students will work with CCESL Program Coordinator and other Tutors/Mentors to tutor and mentor students in partner schools. Position descriptions will vary based on the school site and responsibilities will include:

- Providing academic assistance individually or in small groups.
- Selecting learning materials, texts, and project supplies to facilitate the learning process.
- Supporting K-12 students in academic skills and assisting students in developing public, academic, and research skills.
- Communicating regularly with DPS contact, co-workers, and Program Coordinator to plan lessons for students.
- Communicating with teachers and co-workers to track success of students.
- Working with Program Coordinator and informing him/her of any problem areas.
- Providing strategies for studying and problem-solving.
- Attending all training/reflection/in-service sessions throughout the year.



**Qualifications:**

- **Must be flexible and have a commitment to work with diverse youth.**
- **Experience with K-12 students and diverse cultures is a plus.**
- **Must possess a strong interest in service-learning and community engagement.**
- **Must possess strong problem solving, communication, and facilitation skills.**
- **Must feel comfortable in a leadership role.**
- **Be willing to build and maintain relationships with campus and community partners.**
- **Good interpersonal, collaborative, and organizational skills.**
- **Must be willing to be challenged by diverse learning environments.**

**Terms of Employment:**

- **\$10/hour to \$13/hour**
- **10-15 hours per week during the academic year**
- **Schedule is flexible and may be negotiated with supervisor and school site**

**To Apply:**

**Applications will be accepted on a rolling basis each summer, with the positions beginning in September of each academic year. Qualified candidates should send a resume and cover letter (as well as any questions about the position) to:**

**Ryan J Hanschen, Program Coordinator  
Center for Community Engagement and Service Learning  
ryan.hanschen@du.edu**