Graduate Intern for Tutoring, University Ministry

Reporting to the Assistant Director for Operations and Outreach, the Graduate Intern will contribute to the short and long term goals of the tutoring program. The Intern will use their experience to develop effective programs to support USF tutors and students at the St. Charles, St. Anthony, and St. Peter elementary schools. Specifically, the Intern is responsible for managing all aspects of the tutoring program including but not limited to outreach, hiring, training, scheduling, supervision, budgeting, program evaluation, transportation, communication with tutoring sites, and compliance with University Ministry policies and procedures.

Responsibilities:

- Direct supervision of the daily functions of the Tutoring Program at each of the respective school sites—St. Charles, St. Peter, and St. Anthony.
- Provide structure and coordination of all program aspects in accordance with St. Charles, St. Anthony, the University of San Francisco, and University Ministry.
- Recruit, interview and hire USF students to serve as tutors in under-served San Francisco elementary schools.
- Assign tutors to specific tutoring sites.
- Assist with the payroll process for tutors.
- Develop and lead orientation and training program for all tutors at the beginning of each semester on their specific responsibilities as tutors, as well as the overall mission of University Ministry. Oversee fingerprinting and other required safety procedures.
- Implement monthly trainings and workshops for tutoring best practices.
- Develop assessment methods, gather evidence, analyze and use reports to improve the effectiveness of the tutoring program.
- Track program expenses.
- Select, train, and meet regularly with lead tutors in charge of the daily activities at the tutoring site.
- Troubleshoot problems that may occur in the tutoring program in a reasoned and effective manner.
- Maintain frequent and consistent communication with the Assistant Director for Operations and Outreach, Administration of St. Charles, St. Peter, and St. Anthony, and other stakeholder staff at either school sites and University Ministry staff.
- Be the liaison between school, teacher, staff, the lead tutor and the tutors to communicate student progress.
- Share calendar of events between all sites and staff.
- Oversee van maintenance and fuel levels.
- Establish relationships with the tutors and encourage their participation in other UM programs that would nurture their experience at USF.
• Develop new initiatives to improve or expand the overall tutoring program.
• Prepare an annual report to donors of the program.
• Schedule bi-weekly meetings with the Assistant Director of Operations and Outreach.
• Coordinate St. Charles, St. Peter, and St. Anthony’s annual visits to USF.
• Visit the tutoring sites on a bi-weekly basis.
• Keep records of staff and student information for Emergency purposes.
• Provide parents with updates/newsletters regarding program and student information.
• Other responsibilities as assigned.

Qualifications:
• Enrollment in a USF graduate program required.
• Prior experience with tutoring and academic coaching preferred.
• Experience in program (e.g., workshops, trainings, events, etc.) development and implementation preferred.
• Experience working with historically underrepresented and under-served elementary students (students of color) preferred.
• Must work well with a wide array of staff, university students, elementary and middle school students, teachers and community members while maintaining a high degree of professionalism.
• Ability to handle confidential issues appropriately.
• Excellent communication skills with an emphasis on interpersonal communication.
• Ability to handle multiple projects simultaneously with accuracy and thoroughness.
• Advanced analysis, computer, organization and time management skills.
• Valid driver license required.

Time Commitment and Compensation:
• Term: August 8, 2016 – May 18, 2017
• A full year commitment is required. Must reapply at the end of the 1st year for a 2nd term. Intern will work M-F (some evenings and/or weekends required) at a rate of $20.00 per hour for up to 370 hours per semester. 25 hours per week for 2 weeks prior to the semester starting, 20 hours per week during the semester. Funding support for professional development, MUNI pass, or Dons Dollars in the amount of $350 will be provided by the host department. Please note all compensation is taxable.

Hiring Manager:
• Wilita Sanguma, Assistant Director for Operations and Outreach, University Ministry