



## High School Tutor

**Are you looking for a job where you can serve in the surrounding community while working around your busy schedule? If so, being a STEM Club Tutor might be right for you!**

We hire both work-study and non-work-study students. Our tutoring program works with the Honors program as leadership related experiential learning, with optional transcript credit. Additionally, there is an opportunity for a \$1000 scholarship with the GrowIndiana AmeriCorps program.

Each tutor will work at one of the 11 High schools served by STEM Club, and will commit between eight and twenty hours each week. Each tutor's schedule will be set and will be determined by availability, site needs, and desired scheduling. Additionally, each tutor will automatically be a member of the STEM Club Student Organization.

### Where

Broad Ripple Community School  
George Washington Community School  
John Marshall Community School  
Arsenal Technical High School  
Short Ridge Magnet High School  
North Central High School

T.C. Howe Community School  
Arlington Community School  
Emmerich Manual High School  
Northwest High School  
Crispus Attucks High School

### Qualifications

To work in the STEM Club program, you must have a GPA of 2.5 or higher. A solid understanding of basic math functions is a necessity and prior experience working with youth or in a community-based setting is preferred.

The ideal STEM Club Tutor works well with a team of other staff members has excellent communication skills amongst a wide variety of people, as he will be working with children from economically and socially diverse backgrounds. This person is punctual, responsible, and flexible. Because this person works with younger students, it is imperative that he be patient, empathetic, and willing to try new ways of learning.

As a high school tutor, high credentials in mathematics and English are a must, as upper level math and English courses will be covered at the high school. Additionally, it is imperative that students show leadership and work through their homework without the tutor giving them the answer.

### Duties

As a STEM Club Tutor, you will be required to fulfill the following responsibilities:

- Attend Initial program orientation at the school. There is the possibility of additional paid special activity training sessions.
- Coordinate activities with site team, attend workshops, and submit paperwork in a timely manner.

- Plan and implement enrichment activities under the direction of a Site Coordinator. Assist program teaching staff with homework help and/or tutoring as needed.
- Provide one-on-one or group math coaching to students designated by the Site Coordinator.
- Help maintain site orderliness, and perform other duties as assigned.

**Supervision**

STEM Club Tutors should be able to complete the necessary tasks with minimal supervision. Direct supervision will be provided by the Site Coordinator. Scheduling and payroll, on the other hand, will be conducted by the IUPUI STEM Club Coordinators.

**Compensation**

Wages are competitive and will be based upon experience.

**Contact**

If you need further information or would like to apply to the STEM Club program, please visit the STEM Club website, <https://stemclub.usg.iupui.edu/>. You may also email us at [stemclub@iupui.edu](mailto:stemclub@iupui.edu).