

Applicant: _____



**UC Berkeley Cal-SOAP -Solano County Educational Consortium
College Advisor/Tutor Application (2018-2019)**

Program Description: The Solano County Educational Consortium (SCEC) promotes college awareness to Solano County youth. SCEC staff will support K-12 schools and help youth to pursue a college education. SCEC staff will be placed with a partner middle or high school site and help through college/academic advising, tutoring/academic support and parent/family workshops. SCEC tutors/advisors will receive initial orientation and training as well as continued support from SCEC professional staff.

****SCEC tutors/advisors are required to submit the verification statement for application of FAFSA, and/or any documentation for financial aid, Award letters from your attending college and school schedule.**

Position Description:

- *Job placements will be in middle and/or high schools in the Vallejo, Fairfield, Vacaville or Dixon school districts.*
- *Tutor Positions:*
 - Work with classroom teachers, after-school coordinators, and/or school administrators to provide youth with academic support.
 - Provide individual and/or small group tutoring and homework assistance in after-school or in-school settings.
- *College Access Advisor Positions:*
 - Work with College Access staff and/or school administrators to provide youth with college access and preparation support.
 - Work with students on an individual and/or small group basis to provide college information, academic advising and college planning.
- *All Staff Positions:*
 - Chaperone students and provide support with college campus field trips.
 - Assist with community and parent workshops and presentations, regarding college access.
 - Call/contact parents to provide program/school updates and information.

Qualifications:

- Must be personable, responsible and motivated to continue through the entirety of the program.
- Current college undergraduate or graduate student with need to help cover educational expenses.
- Able to work a minimum of 10 hours per week during the day. Hours are dependent upon college school schedule.
- Must be available for mandatory SCEC training at least once a month.
- Must be able to provide service documents on a weekly basis
- Prior paid or volunteer experience working with youth, public schools and/or college preparation programs.
- Ability to demonstrate initiative and work independently.
- Ability to travel to and from school sites.
- English/Spanish bilingual highly desired.

Position Benefits:

- Work period beginning: Last week of August 2018 to May 31, 2019 (Base on program budget ending date maybe June 31, 2019).
- \$ 17.92 per hour (Individuals can work from 10 and up to 20 hours per week).
- Staff will gain valuable experience in working with youth, parents, public schools and college preparation programs as well as experience in planning and carrying out programs that improve educational opportunities for youth while also developing teaching, program management, and professional skills.

Application Process: Interviews are offered in the month of August to selected applicants. Application may be emailed, mailed, fax or dropped off at the following location:

**UC Berkeley Cal-SOAP – Solano County Educational Consortium, Attn: Teresa Ramirez, Assistant Director
2195 Union Ave
Fairfield CA, 94533
(707) 428-1007**

For further information contact: Teresa Ramirez, Assistant Director to tramirez@berkeley.edu/707-373-6474 or Jose Barragan, Regional Program Coordinator at jjbarragan@berkeley.edu / 510-833-0182.

Applicant: _____

DEADLINE: Until filled.

PLEASE PLACE THIS FORM ON TOP OF ALL YOUR APPLICATION MATERIALS.

**Solano County Educational Consortium
Application Checklist**

Please include all the following documents with your application.

- Application Checklist (page 2)*
- Personal Information Form (page 3)*
- Placement Preferences Form (page 4)*
- Resume: Please include your professional, academic, and student life experiences relevant to this position.*
- Financial Aid Award Letter from Campus with Cost of Attendance*
- Student Aid Report (SAR) with Expected Family Contribution (EFC)*
- Class schedule for Fall 2018*
- Unofficial transcript*
- Professional reference letter (OPTIONAL)*

References: Please list contact information for at least one past supervisor or employer.

Reference #1: _____

Name: _____

Relationship: _____

Phone#: _____

E-mail: _____

Reference #2: _____

Name: _____

Relationship: _____

Phone#: _____

E-mail: _____

By signing below, I certify that:

- The information contained in this application is true to the best of my knowledge.
- I have read the program information and understand the commitment required by this position.
- I am committed to completing the service and training requirements for the position and will participate fully in all aspects of this program.
- I am over 18 years of age.
- *If selected for the program, you are subject to a criminal background check. Continued employment is contingent on successful completion of the background check.*

Signature

Date

SCEC Use ONLY

EFC _____ Interview _____ Placement _____ Schedule _____

Notes:

Applicant: _____

**Solano County Educational Consortium
Personal Information Sheet**

Last Name _____ First Name _____ MI _____

Address _____ CA _____
(Street Address / PO) (City) (State) (Zip Code)

Phone _____ Cell _____ E-mail _____

College _____ Major _____

Year in College 1st 2nd 3rd 4th / 5th Enrollment Full-time Half-time Other _____
 Graduate Student

High School Attended _____ Date of Birth _____

Were you enrolled in a college access/outreach programs? Upward Bound ETS SCEC DCAC EAOP Other _____

Have you worked/volunteered with a college access/outreach program? UB ETS SCEC DCAC EAOP Other _____

How did you find out about position? Flyer Email Website College Representative Other _____

Yes No Did you submit a FAFSA for this year (2018-2019)? *If Yes, what is your EFC?* _____

Yes No Did you receive a Pell Grant, Cal Grant, EOP & Grant, OR College/University grant for 2018-2019?

Yes No Did you receive a Perkins or Stafford loan for 2018-2019?

Yes No Did you receive a private or bank loan to help cover your educational costs for 2018-2019?

Yes No Did you receive a Work Study award for 2018-2019?

Yes No Will the SCEC salary/payments help you meet your educational cost needs for 2018-2019?

If Yes, how: _____

Yes No **Will you be able to use a car to travel to your service site(s)?** *Note: Not required, but will help with placement if selected for position.*

Please indicate what days and times you are available to work.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 – 9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 – 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 – 11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 – 12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 – 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 – 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 – 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 – 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 – 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 – 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 – 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: Some placement sites will mandate specific schedules.

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Solano County Educational Consortium

Placement Preference Form

Placement Preference: *(Please check all positions you wish to be considered for and answer the indicated questions.)*

Middle School

High School

All applicants, please answer the following:

- Highest college-level math course taken: _____
- Grade Received: _____
- Highest college-level English/writing course taken: _____
- Grade Received: _____
- Prior tutoring experience: Group Tutoring Individual Tutoring Classroom Experience

Please number your district placements preferences 1 through 4, with 1 being your most preferred.

Solano County Educational Consortium cannot guarantee your top choice but will attempt to place you with one of your two top choices. Do not rank location(s) that you will not be able to work due to travel limitations or site locations.

_____ **Dixon Unified School District**

- Dixon High School- Tutors only
- Dixon Middle School

_____ **Fairfield-Suisun Unified School District**

- Armijo High School
- Crystal Middle School
- Grange Middle School

----- **Vacaville Unified School District**

- Will C. Wood High School
- Vacaville High School
- Vaca Peña Middle School
- Willis Jepson Middle School

_____ **Vallejo City Unified School District**

- Jesse Bethel High School
- Franklin Middle School
- Hogan Middle School