



Region V AVID Program



Tutor Recruitment Handbook 2008-2009

Recruitment

Funding Information

Contacts

Tabling

Jobtrak

Advertising

Work Study

Service Learning

Internships

Websites

College

College Fairs

Phone Numbers

and more

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Acknowledgements

Conceptualization
Region V AVID Team

Contributing Agencies/Organizations

Monterey County Office of Education
San Benito County Office of Education
Santa Clara County Office of Education
Santa Cruz County Office of Education

Introduction Letter

Dear AVID Colleague,

According to AVID Program Implementation Essential Number 8, “a sufficient number of tutors are available in the AVID class to facilitate student access to rigorous curriculum.” Ideally, these tutors are college students who have been trained in AVID methodologies and in facilitating collaborative, subject-specific AVID tutorials. We understand that this is one of the most challenging Essentials to maintain because tutors are often hard to find and even more difficult to fund. However, tutors are essential to the success of an AVID program. We offer this handbook as a reference for helping your site recruit, train and retain high quality AVID tutors.

The Region V AVID Team spent many hours discussing and planning how we might support you in your efforts to recruit tutors. Former AVID Outreach Liaison, Zach Joseph, developed this Tutor Recruitment Handbook intended to facilitate your recruitment efforts. We hope this handbook proves to be user-friendly and valuable. We will continue to form linkages with local colleges and universities that can further support your capacity to identify and recruit tutors. It is our intent to periodically update the information in this handbook and make it available for downloading from our website, www.RegionVAVID.org.

Please keep us informed about other sources for recruiting and funding college tutors so that we may share the information with colleagues in the region. Additionally, we welcome your ideas about using peers and cross-age tutors.

Sincerely,

Andrea Lichter, AVID Regional Director

General Recruitment Tips

This handbook lists many ways to recruit tutors from regional colleges and universities. Using the college listings in this handbook, find the institutions near your school and begin your search by using the recruitment resources available. Tutor recruitment resources vary by college and include: tabling dates (see glossary), college newspaper classified ads, Jobtrak, Work Study, Service Learning, campus clubs, internships/field studies and career centers. As you develop your AVID program you will determine what sources of tutor recruitment work best for your school.

We have included college contact information and quarter/semester start dates as well as some sample tutor recruitment flyers and a sample tutor job description. This should help as you prepare your recruitment materials. The handbook also includes information on sample tutor funding sources and a sample tutor budget which may be helpful if your school/district is still in the process of determining how the AVID tutor position will be classified for human resources purposes and how much money to budget to adequately fund tutors' salaries. There is also a sample classified ad that can be used as a guide. Finally, there is a glossary at the end of the handbook that defines some commonly used terms and acronyms.

If you are new at tutor recruitment and are feeling overwhelmed by all of the possible recruitment strategies we recommend you start with classified online ads and tabling. Most colleges have comprehensive online employment databases, and placing an ad is fairly inexpensive and takes little time. You might also want to schedule a tabling date at your nearest college. It is best to be at the table around lunch time (11:00 a.m. – 1:00 p.m.). While this requires sending someone from your AVID site team to recruit during the school day, it can allow you to meet and interview prospective tutors on the spot.

If you know about a tutor recruitment source that is not here, please let us know about it so it may be included in future updates. Be sure to fill out your school's tutorial information when you register your site on the Region V AVID Website www.RegionVAVID.org. This will allow us to occasionally refer the tutors to your site.

If you have any questions about any part of this handbook, please don't hesitate to contact any of the Region V AVID team.

Region V AVID Team

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(831) 625-5452
buzzjoseph@sbcglobal.net

College Contact Information

IHE	PHONE	WEBSITE	ADDRESS
<u>Four-Year Colleges</u>			
San Jose State University	(408) 924-1000	http://www.sjsu.edu	One Washington Square San Jose, CA 95192
Stanford University	(650) 723-2300	http://www.stanford.edu	Stanford University Palo Alto, CA 94305
Santa Clara University	(408) 554-4000	http://www.scu.edu	500 El Camino Real Santa Clara, CA 95053
National Hispanic University	(408) 254-6900	http://www.nhu.edu	14271 Story Road San Jose, CA 95127
Cogswell Polytechnical College	(408) 541-0100	http://www.cogswell.edu	Sunnyvale, CA
Silicon Valley University	(408) 453-8989	http://www.svuca.edu	2160 Lundy Ave., #110 San Jose, CA 95131
CSU Monterey Bay	(831) 582-3330	http://www.monterey.edu	100 Campus Center Seaside, CA 93955
Chapman University	(831) 373-0945	http://www.chapman.edu	99 Pacific St. 375-B Monterey, CA 93940
Monterey Institute of International Studies	(831) 647-4100	http://www.miis.edu	425 Van Buren St. Monterey, CA 93940
Naval Postgraduate School	(831) 656-2441	http://www.nps.edu	1 University Circle Monterey, CA 93943
UC Santa Cruz	(831) 459-0111	http://www.ucsc.edu	1156 High St. Santa Cruz, CA 95064
Bethany College	(831) 438-3800	http://www.bethany.edu	800 Bethany Drive Scotts Valley, CA 95066
<u>Community Colleges</u>			
De Anza College	(408) 864-5678	http://www.deanza.fhda.edu	21250 Stevens Creek Blvd. Cupertino, CA 95014
Foothill College	(650) 949-7777	http://www.foothill.fhda.edu	12345 El Monte Road Los Altos, CA 94022
Gavilan Collage	(408) 847-1400	http://www.gavilan.edu	5055 Santa Teresa Blvd. Gilroy, CA 95020

College Contact Information

IHE	PHONE	WEBSITE	ADDRESS
Evergreen Valley College	(408) 274-7900	http://www.evc.edu	3095 Yerba Buena Road San Jose, CA 95135
San Jose City College	(408) 298-2181	http://www.sjcc.edu	2100 Moorpark Avenue San Jose, CA 95128
Mission College	(408) 988-2200	http://www.missioncollege.org	500 El Camino Real Santa Clara, CA 95053
West Valley College	(408) 867-2200	http://www.westvalley.edu	14000 Fruitvale Avenue Saratoga, CA 95070
Hartnell College	(831) 755-6700	http://www.hartnell.edu	156 Homestead Avenue Salinas, CA 93901
Monterey Peninsula College	(831) 646-4000	http://www.mpc.edu	980 Fremont Street Monterey, CA 93940
Cabrillo College	(831) 479-6100	http://www.cabrillo.edu	6500 Soquel Drive Aptos, CA 95003

COLLEGE Start Dates (2008-2009)

FOUR-YEAR COLLEGES AND UNIVERSITIES

Santa Clara University
(quarter system)
Fall September 22
Winter January 5
Spring March 30

Monterey Institute of International Studies
(semester system)
Fall September 2
Spring February 3

Stanford University
(quarter system)
Fall September 22
Winter January 6
Spring March 31

Naval Postgraduate School
(quarter system)
Fall September 29
Winter January 7
Spring March 30

San Jose State University
(semester system)
Fall August 25
Spring January 22

UC Santa Cruz
(quarter system)
Fall September 25
Winter January 6
Spring March 30

National Hispanic University
(semester monthly modular system)
Fall August 4
Spring January 7

Bethany University
(semester system)
Fall August 28
Spring January 16

Cogswell Polytechnical College
(trimester/semester system)
Fall August 25
Spring January 5
Summer May 8 (subject to change)

Silicon Valley University
(trimester/semester system)
Fall September 6
Spring January 5
Summer May 4

CSU Monterey Bay
(semester system)
Fall August 25
Spring January 20

COLLEGE Start Dates (2008-2009)

COMMUNITY COLLEGES

De Anza College
(quarter system)
Fall September 22
Winter January 5
Spring April 6

Foothill College
(quarter system)
Fall September 22
Winter January 6
Spring April 5

Gavilan College
(semester system)
Fall September 3
Spring January 28

Evergreen Valley College
(semester system)
Fall September 2
Spring January 29

San Jose City College
(semester system)
Fall September 2
Spring January 21 or January 28
Summer May 8 (subject to change)

Mission College
(semester system)
Fall September 2
Spring February 2

West Valley College
(semester system)
Fall September 2
Spring February 2

Hartnell College
(semester system)
Fall August 18
Spring January 26

Monterey Peninsula College
(semester system)
Fall August 25
Spring February 2

Cabrillo College
(semester system)
Fall September 2
Spring February 9

MonsterTRAK, a Vehicle for Finding Tutors

www.monstertrak.com

MonsterTRAK is the leading online global careers site for college students and alumni to find jobs, internships and part-time work during school and after graduation.

The MonsterTRAK job posting is a single job title that can be posted at an individual school, group of schools, or at all schools. Full-time job postings have a four-week run and part-time postings run for two weeks.

There is no charge to a public school/district to post K-12 teaching jobs or volunteer postings.

NACElink Network

An Online Job Database for College Students

The NACElink Network, the result of an alliance among the National Association of Colleges and Employers, Direct Employers Association, and Symplicity Corporation, is a national recruiting network and suite of web based recruiting and career services automation tools serving the needs of colleges, employers and job candidates.

There are currently 601 universities and 150,000 employers participating in the NACElink Network. Within Region V, the following schools utilize NACElink as their primary job posting database:

- CSU Monterey Bay
- San Jose State University
- Santa Clara University
- Stanford University
- UC Santa Cruz

Participating schools allow employers to post jobs to their students FREE of charge (contact the school's Career Center). It is also possible to post your job to multiple schools for a reasonable fee (up to 5 schools for 30 days is \$125).

For more information about the NACElink Network at the school near you, contact their Career Center.

Contact NACElink at (800) 544-5272 or visit www.nacelink.com

Note: Many schools refer to their NACElink Network postings by a different name (i.e. OtterJobs, SpartaJobs, BroncoLink, Cardinal Careers etc.) on their Career Center websites.

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San Jose State University		
<i>Contact Information</i>	<i>Start Dates</i>	<i>Tabling</i>
Phone Number: (408) 924-1000 Web Site: www.sjsu.edu Address: One Washington Square San Jose, CA 95192	Semester System Fall August 25 Spring January 22	To reserve a table to be set up at the student union, call (408) 924-6300. Tabling is free for on-campus organizations only. All outside groups must pay \$100 per day. The necessary paperwork can be found online at www.union.sjsu.edu (click "facility scheduling" under the Popular Links heading).
<i>Newspaper Ads</i>	<i>Flyers Posting</i>	<i>Work Study</i>
Spartan Daily By Phone: (408) 924-3277 By mail: Spartan Daily Classifieds San Jose State University, San Jose, CA 95192-0149 By office visit: Classified desk is located in Dwight Bentel Hall, room 209. Rate: For three, 25-space lines: one day - \$10; two days - \$15; three days - \$20; four days - \$25. Rate increases \$2.50 for each additional line per ad. Rate increases \$3 for each additional day. Extra charge for bold type. All adds printed in the Spartan Daily will also appear in the online version FREE OF CHARGE at www.thespartandaily.com . Category: Indicate for ad to be placed in "Tutoring" section. Deadline: 2:00 p.m. two weekdays before publication	To post a flyer in a display case at the Student Union, contact Student Information at (408) 924-6350 or stop by their window at the Student Union. Two other good places to post flyers are on the flyer kiosks outside the Student Union and outside the Library.	Some fully-paid placements available for middle school math and reading tutors via special arrangement between Santa Clara County Office of Education, Federal Work Study, America Counts, America Reads and AVID. For more information contact AVID Administrator Assistant, Kathy Earhart, at (408) 453-6658 or at Kathy_earhart@sccoe.org .
<i>Center for Community Learning & Leadership</i>	<i>On Campus Clubs</i>	<i>Career Center</i>
Contact Michael Fallon, Associate Director, at (408) 924-5440 or at mfallon@sjsu.edu . The CCLL places some students at nearby schools to fulfill requirements of the major. These students are likely to volunteer their time.	Contact the Student Life Center (408) 924-5950 for current contact information for the following clubs and send them a recruitment flyer. Association of Aspiring Math and Science Teachers, Student California Teachers Association, Teacher Identification Program, Child Development Club, and any others that seem appropriate.	The SJSU Career Center can be a great resource for finding AVID tutors. They can help connect your with Work Study, internship and volunteer students. They have created an online job search website exclusively for SJSU students and alumni called spartajobs.com To post your tutoring needs, go to www.careercenter.sjsu.edu and click the "Post a Job" button. Register with the system and they will reply within two business days, providing you with a username and temporary password for your account. It is FREE to post jobs with this service.

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Stanford University		
<i>Contact Information</i>	<i>Start Dates</i>	<i>Tabling</i>
General Phone Number: (650) 723-2300 Web Site: www.stanford.edu Address: Stanford University Stanford, CA 94305	Quarter System Fall September 22 Winter January 6 Spring March 30	
<i>Newspaper Ads</i>	<i>Career Development Center</i>	
<p><i>The Stanford Daily</i> By Phone: (650) 723-2555 x517 M-F 9:00 – 5:00 By Fax: (650) 725-1329 Include credit card # and exp. Date, text, dates to run, your name & phone. By e-mail: advertising@daily.stanford.edu By mail: The Stanford Daily, Storke Bldg., Stanford, CA 94305, Attn: Classifieds, ID Mail Code #2240. Enclose text, dates to run, your name & phone, payment (check or credit card # and exp. Date). By office visit: Come to the above address, M-F 9:00 – 5:00. Rate: \$9 per week per 32 character line. Ad runs five consecutive issues (days). Ad deadline: 3 days prior to Publication www.stanforddaily.com/ecommerce/classified</p>	<p>Contact Person: Linda Lydon, Cardinal Recruiting Coordinator, (650) 725-2832 or llydon@stanford.edu The Career Development Center can connect AVID schools with Stanford students interested in tutoring through their online job database. This is the best means of acquiring Stanford’s interns, volunteers, and work study students. You can get additional information on the Stanford Career Development Center programs by going to http://cardinalcareers.stanford.edu. One of the first things you will see on the site is the opportunity to post your jobs. You can do this FREE of charge by following these easy directions:</p> <ul style="list-style-type: none"> o Go to the Career Development Center website: http://cardinalcareeres.stanford.edu o Click on “Employers” o Click the register link, fill out the short registration form, choose a username/password and you will be ready to post your jobs to Stanford students & alumni <p>After your job is posted, students with applicable backgrounds will receive an email from the system to let them know a job of interest has been posted. Additionally, from your new NACELink account, you can post to a large group of other universities that use the same system for a nominal fee.</p>	

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Santa Clara University		
<i>Contact Information</i>	<i>Start Dates</i>	<i>Tabling</i>
General Phone Number: (408) 554-4000 Web Site: www.scu.edu Address: 500 El Camino Real Santa Clara, CA 95053	Fall September 22 Winter January 5 Spring March 30	Call (408) 554-6911 to reserve a table. Say you will be sponsored by the SCAAP. This will waive the \$60/day fee. Call SCAAP at (408) 554-4182. Explain that they have sponsored AVID in the past. All they have to do is call the first number above to confirm they will sponsor the table.
<i>News Paper Ads</i>	<i>Career Center</i>	
<i>The Santa Clara</i> www.thesantaclara.com By Phone: (408) 554-4445 By Fax: (408) 554-4673 By Email: advertising@thesantaclara.com By Mail: P.O. Box 3190 Santa Clara, CA 95053 Rate: \$8.50per column inch Ad Deadline: 3 days prior. Advertising space must be reserved the Friday before publication.	Contact: Courtney Budziak, Assistant Director, Employer Relations (408) 554-2189. The best way to promote your job opportunity to Santa Clara students is by posing the position with BroncoLink, part of the NACELink Network, an alliance between the National Association of Colleges and Employers, Direct Employers Association, and Symplicity Corporation. They are happy to share your position with their students and recent graduates. Just visit http://scu-csm.symplicity.com/employers	

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CSU Monterey Bay		
<i>Contact Information</i>	<i>Start Dates</i>	<i>Tabling</i>
General Phone Number: (831) 582-3330 Web Site: http://www.csumb.edu Address: 100 Campus Center Seaside, CA 93955-8001	Semester System Fall August 25 Spring January 20	Contact the Student Activities and Career Development Center at (831) 582-3094 to reserve a table.
<i>Newspaper Ads</i>	<i>Service Learning</i>	<i>Career Center</i>
<i>Otter Realm</i> http://otterrealm.net By Phone: (831) 582-4348 By Fax: (831)582-4349 By e-mail: Jennifer_seregos@csumb.edu Rates: A business card sized ad will cost \$60.	CSUMB is hiring a new Coordinator of Community Partnerships for the Service Learning Center. This person will serve as the contact for you to acquire some of the Service Learning students from CSUMB. It is expected that this position will be filled by October '07. Until then, you can contact Asya Guillory, Interim Information Specialist for the Service Learning Institute. She will contact your when the position is filled. Service learners will be placed in mid-October or early November. Some Service Learning students will be enrolled in SL 390S: Effective Tutoring. This would be a great fit for AVID tutors. Visit the Service Learning website at http://service.csumb.edu	Post your tutoring job with the Career Center by sending a job description / posting to: career_development@csumb.edu or fax to (831) 582-3093.

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UC Santa Cruz		
<i>Contact Information</i>	<i>Start Dates</i>	<i>Tabling</i>
General Phone Number: (831) 459-0111 Web Site: www.ucsu.edu Address: 1156 High Street Santa Cruz, CA 95064	Quarter System Fall September 25 Winter January 5 Spring March 30	Contact Sunny McFadden at (831) 459-4815. She will send you a Tabling Application. There is a fee of \$100 per day.
<i>Newspaper Ads</i>	<i>Service Learning</i>	<i>Work Study</i>
<i>City On a Hill Press (the main campus paper)</i> Phone: (831) 459-2444 Fax: (831) 459-4696 Paper comes out weekly Email: chp.ads@gamil.com <i>The Fish Rap</i> (a very popular alternative paper on campus) Phone: Contact Brian Hickey Email: bhickey@ucsc.edu	The Ed 180 class (formerly Ed 80) requires all students to provide 30 hours of service in a public school. These are students in the education major that are interested in becoming teachers. They could be great tutors. Contact Alison De Aratanha, who coordinates the placement for the Ed 180 students, at alisond@ucsc.edu . These students will work for FREE, but usually only for the duration of one quarter (10 weeks).	Contact: Molli Pasquinelli, FICA/Work Study Program Coordinator at (831) 459-4148 or mpasquin@ucsc.edu . Contact Molli to register as a work-study employer and hire straight from their employee request system. Post your tutoring job on the UCSC Community Jobs link through the Career Center website. Go to www.careercenter.ucsc.edu/jld/employer/index.cfm to post your job. For information on UCSC's off-campus work-study program, visit http://www2.ucsc.edu/careers/employer/work-study/index.html
<i>Job Fairs</i>	<i>Field Study/Internship</i>	<i>Student Development & Community Service Office</i>
To participate in one of UCSC's job fairs, contact Jim Carmichael at (831) 459-5107 or at fairs@ucsc.edu .	Community Teaching Fellowship students receive stipends to work with students in math. Students take a class in Fall Quarter and are in placements for Winter and Spring Quarters. Contact Bruce Cooperstein at (831) 459-2150 or vial email at Coop@ucsc.edu	The new clearinghouse of volunteer opportunities for UCSC students. Contact Rhonda Rhodes (831) 459-5707 and she will place tutor recruitment flyers in the boxes of student clubs.
<i>Career Center</i>		
It is a good idea to list paper job postings with the Career Center job board as well as Jobtrak. If you would like to list your AVID tutoring job on the Career Center's job board, contact their reception desk at (831) 459-4420 or fax your completed job description to (831) 459-4018.		

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De Anza College		
<i>Contact Information</i>	<i>Start Dates</i>	<i>Tabling</i>
General Phone Number: (408) 864-5678 Web Site: www.deanza.edu Address: 21250 Stevens Creek Blvd. Cupertino, CA 95014	Quarter System Fall September 22 Winter January 5 Spring April 6	To reserve a table in the Campus Center for up to two days per quarter, complete the online form at www.deanza.fhda.edu/careercenter/tab_form.htm Highest traffic is Monday through Thursday, 10 a.m. to 2 p.m.
<i>Newspaper Ads</i>	<i>Career Center</i>	<i>Job Fairs</i>
<i>La Voz</i> Phone: (408) 864-5626 Ask for Advertising Manager Email: ads@lavozdeanza.com Online Classified Ads: www.lavozdeanza.com Hit the classified button and register as a user. Post online job in online version of La Voz. All online ads are also included in the print version. Payment: Check or cash Rate: Last year rate was \$10 for 20 words, with \$.25 for each additional word. Rates might go up slightly this year.	To post a job with the Career Center, fax a one-page job listing to (408) 864-5607 or email it to careercenter@deanza.edu . They will place the posting in their job binders for 30 days.	To participate in De Anza College Job Fairs, complete the online form at www.deanza.fhda.edu/careercenter/fair.html There is a small registration fee, but lunch and beverages are provided. First Job Fair is October 25, 2007, from 10 a.m. to 2 p.m. at the Hinson Campus Center.

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Foothill College		
<i>Contact Information</i>	<i>Start Dates</i>	<i>Tabling</i>
General Phone Number: (650) 949-7777 Web Site: www.foothill.edu Address: 12345 El Monte Road Los Altos, CA 94022	Quarter System Fall September 22 Winter January 5 Spring April 6	To set up a recruitment table, contact Karin Oeh in the Career Center at (650) 949-7229 or via email at oehkarin@foothill.edu
<i>Newspaper Ads</i>	<i>Career Center Job Board</i>	<i>Job Fairs</i>
<i>The Sentinel</i> Phone: (650) 949-7372	To post a job on the Foothill College Career Center's job board, complete the online form available at http://www.foothill.fhda.edu/careers/job.php Your posting will remain online for 30 days. You can also fax them a job description at (650) 949-7375	To check for dates of upcoming job fairs, visit http://www.foothill.fhda.edu/career/jobfair_reg.html
<i>Service Learning Volunteer Center</i>		
The SLVC offers work-study volunteer fairs, where you can acquire tutors seeking to fulfill their work-study commitment. Contact Steve Mitchell, Director, at (650) 949-7635, or email mitchellstephen@foothill.edu		

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Evergreen Valley College		
<i>Contact Information</i>	<i>Start Dates</i>	<i>Tabling</i>
General Phone Number: (408) 274-7900 Web Site: www.evc.edu Address: 3095 Yerba Buena Road San Jose, CA 95135	Semester System Fall September 2 Spring January 28	Contact Rosemary Lazetera at (408) 223-6768 to reserve a table.
<i>Newspaper Ads</i>	<i>Work Study</i>	<i>Career Center</i>
<i>The Flyer</i> Phone: (408) 274-7900 x6506	Contact Dennis Matsumoto at (408) 298-2181 x3690 or via email at Dennis.matsumoto@sjcc.edu	Flyers for posting at the Career Center may be faxed or mailed to Ingrid Rottman at: 3095 Yerba Buena Road San Jose, CA 95135 Fax: (408) 532-1859

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San Jose City College		
<i>Contact Information</i>	<i>Start Dates</i>	<i>Job Placement Center</i>
General Phone Number: (408) 298-2181 Web Site: www.sjcc.edu Address: 2100 Moorpark Avenue San Jose, CA 95128	Semester System Fall September 12 Sprint January 28	Contact the Job Placement Center to post a job announcement FREE of charge. Contact Pat Greene at (408) 288-3783 or patricia.greene@sjcc.edu . You can also fax job opportunities to Pat at (408) 286-0412. Pat can also give you dates of upcoming Job Fairs.
<i>Newspaper Ads</i>	<i>Service Learning</i>	
<i>The Times</i> www.sjccetimes.com	Contact Ron Levesque, Service Learning Coordinator, at (408) 288-3176 or via email at Ronald.levesque@sjcc.edu .	

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Mission College		
<i>Contact Information</i>	<i>Start Dates</i>	<i>Tabling</i>
General Phone Number: (408) 988-2200 Web Site: www.missioncollege.org Address: 3000 Mission Collage Blvd. Santa Clara, CA 95054	Semester System Fall September 2 Spring February 2	Call the Job Placement Center at (408) 855-5101 and tell them you would like to set up a recruiting table.
<i>Job Posting</i>	<i>Internship Program</i>	<i>Job Fair</i>
Post your job in the Job Placement Center by calling them at (408) 855-5101 or by downloading their posting form from: http://missioncollege.org/student_services/career/empform.html and faxing it to them at (408) 982-9451	Russel Rabieh, Career Placement Coordinator Russel_rabieh@wvm.edu (408) 855-5102 If you are interested in announcing an available internship position within your school, just fill out an Intern Request Form at: www.missioncollege.org/mcsurvey/intern_employer_req.asp and submit it to Russel.	Mission College hosts a job fair in late spring. Contact the Job Placement Center at (408) 855-5101 for more information.
<i>Work Study</i>		
The financial aid office can send you form to fill out in order to announce the availability of your position to work study students. The college and federal government pay 100% of the tutor's salary. Call the financial aid office at (408) 855-5065		

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West Valley College		
<i>Contact Information</i>	<i>Start Dates</i>	<i>Tabling</i>
General Phone Number: (408) 867-2200 Web Site: www.westvalley.edu Address: 14000 Fruitvale Avenue Saratoga, CA 95070	Semester System Fall September 2 Winter February 2	Contact Amy Brumgard at Amy_brumgard@westvalley.edu to reserve a table. There is a \$50 per day fee.
<i>Newspaper Ads</i>	<i>Service Learning</i>	<i>Job Fairs</i>
<i>The Norseman</i> Phone: (408) 741-2043	Unfortunately, the Service Learning Program at WVC lost its' funding and no longer exists. However, Leslie Saito, former head of Service learning, will assist in locating volunteers and posting fliers. Email your volunteer opportunities to Leslie_saito@westvalley.edu . To post a flyer, send it to Leslie and she will post it for community use.	WVC hosts job fairs regularly. Contact Amy Brumgard for dates and participation guidelines. The Fall '07 Job Fair is October 24, 2007, and there is a \$100 fee.
<i>Job Posting</i>	<i>Posting Flyers</i>	<i>Work Study</i>
Online job posting is available through MonsterTRAK. Contact MonsterTRAK with your job description and requirements and your posting will be up the next day. Call 1-800-999-8725 or fax (310) 475-7912	Bring 15 flyers to the information desk at the Campus Center for approval. Once the flyers are approved, they will let you know where you can post them. Call (408) 741-2006 for more information.	Call (408) 741-2024 and ask for Dan Baldwin or email him at Daniel_baldwin@westvalley.edu . Dan will send you an off-campus supervisor's packet to fill out. Once the position is approved, he will try to fill the position. Student's will be paid through WVC Work Study funds at a rate of \$12.25/hr.
<i>Tutorial Services Department</i>		
In the Tutorial Services department, WVC has a number of volunteer college tutors who may be interested in tutoring at the high school or middle school level. Tutors are required to complete 5 hours of tutor training. Contact Martin Jue at (408) 741-2610 or email Martin at Martin_jue@westvalley.edu .		

Organized by College

Hartnell College		
<i>Contact Information</i>	<i>Start Dates</i>	<i>Tabling</i>
General Phone Number: (831) 755-6700 Web Site: www.hartnell.edu Address: 411 Central Avenue Salinas, CA 93901	Semester System Fall August 18 Spring January 26	Contact Sharon Perez at (831) 755-6925 To reserve a table in the commons area.
<i>Career Center</i>	<i>Center for Teacher Education</i>	
To post a tutor recruitment flyer in the Career Center call Sharon Perez at (831) 755-6925. Sharon can post a tutor recruitment flyer in the Career Center, or approve your flyers for school-wide posting.	This is a great place to get tutors! The Center for Teacher Education is the teacher-training program at Hartnell. The EDU 1 class, taught by Kim Yalda, (831) 375-1467, has a service learning component requiring students to complete 30 hours of service in a school during the semester. Contact Denise Cook at the CTE at (831) 755-6796 or via email at dcook@hartnell.edu . There are also opportunities for cooperative work-experience.	

Organized by College

Monterey Peninsula College		
<i>Contact Information</i>	<i>Start Dates</i>	<i>Tabling</i>
General Phone Number: (831) 646-4000 Web Site: www.mpc.edu Address: 980 Fremont Street Monterey, CA 93940	Semester System Fall August 25 Spring February 2	Call Lien Nguyen at (831) 646-4195 and tell her what dates are desired. Ask for more information on the best place to set up the table.
<i>Career Center</i>	<i>Internships</i>	<i>Work Study</i>
To post a job announcement, fax information to the Job Center at (831) 646-3079 or call Lien Nguyen at (831) 646-4195.	To list an internship opportunity, fax the internship to the Job Center at (831) 646-3079 or call Lien Nguyen at (831) 646-4195	Contact Lien Nguyen (831) 646-3043 Provide number of hours maximum per week. They pay 100% of cost of tutors.

Gavilan College		
<i>Contact Information</i>	<i>Start Dates</i>	<i>Child Development and Educational Studies</i>
General Phone Number (831) 848-4800 Web Site: http://gavilan.edu Address: 5055 Santa Teresa Blvd. Gilroy, CA 95020	Semester System Fall September 3 Spring January 28	This is the education department of Gavilan College, and therefore has exposure to many aspiring teachers in the area. Contact Dionne Clabaugh at (408) 848-4817 or via email at dclabaugh@gavilan.edu . You can also try Marlene Bumgarner, Project Director, at (408) 848-4805 or vial email at mbumgarner@gavilan.edu .
<i>College Tutor Center</i>		
This is where Gavilan students go to give and receive tutoring to other Gavilan students. Some are paid and others volunteer. Tutors might be interested in working with middle and high school students as well. Contact Debbie Roderick at (408) 848-4838 or vial email at droderick@gavilan.edu .		

Organized by College

Cabrillo College		
<i>Contact Information</i>	<i>Start Dates</i>	<i>Tabling</i>
General Phone Number: (831) 479-6100 Web Site: www.cabrillo.edu Address: 6500 Soquel Drive Aptos, CA 95003	Semester System Fall September 2 Spring February 9	Call the Student Affairs Office at (831) 479-6378 to reserve a table. Then, call Student Employment a few weeks prior to the tabling date.
<i>Newspaper Ads</i>	<i>Student Employment Office</i>	<i>Work Study</i>
<i>The Voice</i> Phone: (831) 479-6198 Fax: (831) 479-6181 Lisa Johnson, Advertising Manager Published every two weeks Rate: Single column - \$10 per inch per issue. (i.e. 1" for 3 issues = \$30) Deadline: 1 week before publication	(831) 479-6413 Post a job with the Student Employment Office by calling or visiting their website found at http://www.cabrillo.edu/services/jobs/	Contact Lynn Hood Phone: (831) 479-6540 Fax: (831) 479-5754 Career Services 6500 Soquel Drive Aptos, CA 95003 Attn: Lynn Hood - Send Lynn a "request to participate" letter. This is a short letter explaining AVID and what you want their Work Study students to do. - Also send her a proof of your district's nonprofit status. (This should be available in your school or district office) - Lynn will send you a contract ad a job description form to fill out. Cabrillo pays the tutors and your school reimburses 35% of salary. They have 50 Work Study students and over 700 requests for placements. However, they might be encouraging students to work with tutoring, and specifically, literacy programs.
<i>Job Postings</i>		
Cabrillo uses an online service called ecampusrecruiter.com. Just go to www.ecampusrecruiter.com/cabrillo and register as an employer. Your job will be posted immediately.		

Sample Flyer/Classified AD

When creating flyers make sure to include the following information:

- A Catchy headline
- Logos
- Clip art or photos
- What (explain the position)
- Who (contact person, school)
- Where (location of tutoring)
- How (process or steps)
- When (dates)
- Wages (tutor's salary)
- Why (experience, looks good on a resume, etc.)

When placing a classified ad, consider including the following information:

Tutors Wanted – all subjects

Help prepare underachieving
high school students for college.

AVID Program, School Name.

4-10 hrs/wk, \$12/hr.

Contact Jane Doe (408) 555-5555,

jdoe@email.k12.ca.us

Sample Job Description

Below is a sample job description and job qualifications for the position of AVID tutor. It can be used as a guide as you create your school's AVID tutor job description.

Job Description

Under direct supervision of the AVID coordinator/teacher, tutors perform the following tasks:

1. Conduct tutorial sessions that underscore the principal of collaborative learning and the practice of students teaching other students through discussion of class and text notes.
2. Determine from student notes and discussions the concepts that need to be taught or re-taught.
3. Evaluate student binders, including calendars, class and textbook notes, etc.
4. Become familiar with the materials in the AVID Curriculum Libraries.
5. Become familiar with the textbooks and materials used by AVID students.
6. Conduct mini-lessons in the process of writing in all subject areas, study skills, and other aspects of college preparation.
7. Conduct brainstorming and clustering sessions.
8. Set an example of personal excellence and high expectations for AVID students to follow.
9. Work with students in any phase of the writing process, such as brainstorming, clustering, read arounds, revision, and editing.
10. Contact teachers regarding course outlines and assignment schedules as directed by the AVID coordinator/teacher.
11. Assist in developing a resource file of enrichment materials for use in tutorial sessions.
12. Communicate frequently and honestly with the AVID coordinator/teacher regarding student progress and areas of concern.

Qualifications

AVID tutors should be excellent role models of motivated, organized, successful college students who believe that the AVID students can and will succeed. They should be enrolled at colleges or universities. The tutors should represent balanced academic backgrounds, some liberal arts majors, and other science or mathematics majors. The tutors should be people who will work in a supportive manner with middle and/or high school students and will be able to understand the delicate position they will occupy; they are advocates of students, yet ultimately they are responsible to the teacher. They must be willing to meet regularly to discuss student progress and to confer with the teacher.

AVID Tutor Funding Sources

Possible Funding Sources for Paying and/or Training Tutors

- High Priority Schools Grants Program
 - For schools ranging in Decile 1 on the Academic Performance Index (API); school gets \$400/student, with a \$200/student matching requirements
- School Improvement Program (SIP)
 - Site discretion
- State Compensatory Education Program
- No Child Left Behind (Federal)
 - Title I – Improving the Academic Achievement of the Disadvantaged
 - Part C – Migrant Ed
 - Part F – Comprehensive School Reform
 - Title II – Training Purposes
 - Title III – English Language Learners (enrolled in AVID)
 - Title V – Possible innovative programs
- Program Improvement (PI) Schools and Districts – “highly qualified tutors”
- General Funds

College/University-Based Outreach Programs with Similar Goals to AVID

- Cal SOAP – California Student Opportunity Access Program
- MESA – Early Academic Opportunity Program
- Talent Search
- GEAR UP – Gaining Early Awareness & Readiness for Undergraduate Programs

Other Source for Tutors Paid through a Partnership

- America Counts/Reads

This is a Federal Work-Study Program grant received by San Jose State University (SJSU) and administered by the Region V Program. Math and reading tutors are recruited from the Work Study eligible students attending SJSU. Santa Clara County schools may contact AVID Administrator Assistant Kathy Earhart at (408) 453-6658 or at kathy_earhart@sccoe.org.

Sample Tutor Budget

One of the commitments a school makes to the AVID program is to fund the college student tutors. Below is a sample budget for tutors based on three hourly salary amounts. Tutors are in great demand these days. College students have many choices of programs at which to tutor. In order to attract a sufficient number of tutors (1:7 ration tutors to students) it is important to offer them a competitive wage. It's recommended that you pay the tutors at least \$10 per hours. To be more competitive, offer them \$12 - \$14 per hour. It is also very important to try to schedule the AVID electives in adjacent periods. The more hours the tutors can work each day they come to your school, the better chance you will have of recruiting them. If your school only has one or two AVID sections, perhaps the AVID tutors could also be paid to tutor in another class (such as a math class or in the after school homework or tutorial center.

These calculations are based on 36 weeks of tutoring per year with four tutors in each class tutoring three hours per week.

4 tutors x 3 hours/week x 36 weeks x \$10/hour* = \$4,320 for one section of AVID**

*Costs will vary depending on hourly wage.

**Does not include costs for fingerprinting.

AVID Tutor Web Site

The AVID Tutoring Opportunities sub page of the Region V web site (www.regionvavid.org) will enable a prospective tutor to:

- Search for tutoring opportunities in specific locations.
- Find out how to contact the AVID staff person responsible for tutor recruitment at a school.
- View a job description and a list of qualifications for an AVID tutor.

An AVID coordinator/teacher can use the new AVID Tutoring Opportunities sub page site to:

- Register his/her site's tutorial needs (so college students can find the school when they search the site).
- Learn when other AVID schools hold tutorials... maybe tutors can be shared by neighboring AVID sites.
- Remember to register your AVID site on the Region V AVID website and to update as the information changes.

***AVID Essential #8, Indicator 2, Critical Question:
How do we ensure that our tutors receive 16 hours of training?***

Any combination of the following will meet the AVID Certification requirement:

Region V tutor Training – Basic	6 hours
AVID Site Tutor Training using Region V Tutor Training Modules 1-9	1 to 9 hours
AVID tutor Practicum using Region V Tutor Training Modules 10-16	1 to 7 hours

Region V Tutor Training – Basic

This 6-hour training includes modules 1-6, and 8 which cover WIC-R basics, tutor roles and responsibilities, Cornell notes, levels of inquiry and inquiry-based tutorial practice, tutorial structure including the tutorial request form and collaborative group process, best practices for tutors, and an introduction to tutoring in math. This training is traditionally held on a Saturday at one or more County Offices of Education. However, Region V staff will provide an on-site training if the school ensures a minimum of 15 tutors to be trained including any AVID teacher who has not attended a prior tutor training. A district or multiple school sites may collaborate in the arrangement of an on-site training. Certification evidence may include tutor training completion certificates and/or training agendas and sign-in sheets.

AVID Site Tutor Training using Region V Modules 1-8

AVID teachers and site team members may collaborate to design their own tutor training plan to include the elements covered in the Region V tutor Training. Region V has developed 9, one-hour modules to cover training in WIC-R basics, tutor roles and responsibilities, Cornell notes, the levels of inquiry and inquiry-based tutorial practice, tutorial structure including the tutorial request form and collaborative group process, best practices for tutors, and tutoring in math. These modules may be used in any order or independently based on tutor needs. Each one hour module includes a suggested training plan and the materials needed. Certification evidence may include a site training agenda, sign-in sheets and/or tutor work samples.

AVID Tutor Practicum using Region V Modules 10-16

Following any regional training, the AVID teacher is encouraged to observe tutors and to provide them with helpful feedback and coaching. Region V has developed 7 additional one-hour modules to cover tutor practice, observation and reflection. This follow-up to formal training is considered an essential part of the total training process. Certification evidence may include the teacher's meeting log and/or agendas.

To access the Region V tutor training modules and all training materials, go to:

www.regionvavid.org

Click on “Site/Teacher Resources”

Click on “tutor Training Modules”

Setting Up the AVID Tutorial

It is no mystery that good Socratic, collaborative tutorials provide a strong support to AVID students as they take on rigorous academic classes. This observation was corroborated by the Center for Research, Evaluation, and Training in Education in a study it published in February of 2002. This study looked at a group of highly effective AVID programs to determine what attributes led to their success. The report states that each of the programs “followed the AVID design almost to the letter”. Their adherence to AVID program design was perhaps most evident in the way AVID tutorials operated – exactly as described in AVID documents. Students completed tutorial sheets prior to the class and organized themselves into groups with the help of tutors. The tutorials were exemplars of inquiry learning; we rarely saw students doing homework.”

Developing this caliber of tutorial is not easy. Below are some strategies that might be helpful as you work with your AVID students to refine the quality of their tutorial groups:

It takes time to teach students how to use the AVID style tutorial (i.e. collaborative inquiry vs. homework time). Build in lessons on team building, inquiry and collaboration before starting actual tutorials.

Teach students how to use the Tutorial Request Form (TRF). Then, use it in class and assign points for properly completed worksheets. Remember that the TRF drives the tutorial, so make sure the TRF reflects how you want your tutorials to operate.

Plan activities that teach students what makes a good tutorial question (i.e. higher level questions vs. lower level questions).

Teach students about appropriate physical set-up of tutorial groups. A concept many AVID teachers use is called “DECKing”. **D**esks, **E**yes, **C**hairs, and **K**nees should all be facing and near each other. If a group is too spread out, it’s difficult for students to collaborate.

Have students make posters for the room that list tutorial guidelines and strategies. One good activity is to have the students work collaboratively to develop their own set of tutorial norms. Many teachers also post lists of high level questions in the different subject areas (math, science, social studies, Language Arts, etc.).

Peer/Cross-Age Tutorial

Ideally, an AVID class has a full cohort of trained college student tutors in a one to seven ratio. However, many AVID schools are finding it increasingly difficult to secure sufficient numbers of college student tutors. As a solution, some AVID classrooms have implemented peer and/or cross-age tutorials, whereby qualified students from their own school serve as the AVID tutors.

You might want to consider developing peer/cross-age tutorials if:

Despite significant tutor recruitment efforts, your school is not able to find sufficient numbers of college student tutors.

Your school has so many AVID sections that providing sufficient numbers of paid college student tutors would be prohibitively expensive.

Tutorial Essentials

- Try to find qualified peer/cross-age tutors (honor students, good role models, students interested in teaching, etc.) who have a free period the same time as your AVID class.
- See if your school can provide credit for the peer/cross-age tutors.
- Have your existing tutors make recruitment presentations in appropriate classes.
- Train your peer/cross-age tutors early on in the semester and provide occasional check-in/mini trainings throughout the year (perhaps via reflective essays and occasional pizza meetings at lunch). Peer/cross-age tutors must follow the AVID model of Socratic, collaborative tutorial.
- Provide recognition for peer/cross-age tutors. Celebrate their efforts and successes.

ADVANCEMENT VIA INDIVIDUAL DETERMINATION ADVANCED STUDY TUTOR (DELANO HS, REGION 8)

Sample Course Description

<u>Target Group</u>	AVID Tutors Student Tutors, Peer Counselors
<u>Prerequisites</u>	tutor application and interview by AVID Coordinator/Teacher/Trainer, a GPA of 3.0 or higher and enrollment in Honors and/or Advanced Placement classes.
<u>Purpose</u>	The AVID Advanced Tutor is trained to support the academic, career, personal and social goals of college-bound students. <ol style="list-style-type: none"> a.) One-year elective course b.) 10 units

The AVID Advanced Tutor course prepares freshmen through seniors to tutor-mentor their peers in an academic setting, with the emphasis on analytical writing, preparation for college entrance and placement exams, college study skills and test taking, oral language development, note taking, and research. Specific instruction is provided in WICR (writing, inquiry, collaboration, and reading) and Cornell Note Taking.

Under the direct supervision of the AVID teacher/classroom teacher, AVID tutors provide instruction individually and in small groups, assisting in all subject areas using class notes and materials and determining from these materials the concepts that need to be reviewed. They conduct brainstorming and prewriting sessions, working with students at all phases of the writing process. Tutors lead discussions and analysis of the academic subjects in which students are enrolled as well as lead Socratic Seminars that focus on critical thinking skills. Other responsibilities include grading AVID binders for organization and content.

AVID Advanced tutor Instructor

The instructor for the AVID Advanced Tutor course provides ongoing training in the following areas at least one day per week in the following areas:

- AVID Essentials
- Tutor-Coordinator-Teacher Communication
- Forming Tutorial Groups
- Effective Tutoring Techniques
- Cornell Notes and the AVID Binder
- Writing, Inquiry, and Collaboration (WIC)
- Levels of Questioning
- Learning Styles and approaches/methodologies
- Socratic Seminar
- Today's Math Curricula
- Binder Grading Strategies

(Cont.)

The remainder of the week, the AVID tutor is placed in the AVID classroom, library, or other academic setting under the supervision of the classroom teacher/school staff.

Standards of Expected Student Achievement (Course Objectives)

- Students will complete AVID Tutor Training as approved by the State AVID Center for
- AVID Tutor certification
- Students will learn about the college application/financial aid process
- Students will demonstrate a knowledge of analytical writing in a variety of discourse
- Modes
- Students will lead small tutorial groups in a variety of academic subjects
- Students will lead Socratic Seminars

Methods of Assessment of Student Learning

Using a variety of performance-based assessments, the AVID Advanced Study Tutor will be evaluated by the Lead Teacher and/or Assigned Teacher on:

- Communication skills (tutor-coordinator)
- Communication skills (tutor-student)
- Leadership skills & professionalism in the classroom setting
- Knowledge of tutoring skills and ability to apply these in tutorial setting
- Knowledge of AVID essentials
- Completion of AVID certification requirements as approved by AVID Center

RESOURCES

Course Textbooks: AVID Library Selections
 AVID Tutor Curriculum
 AVID Writing Curriculum
 College and Careers
 Subject Area Guides

Instructional Materials:

Refer to: Secondary Adopted Texts and Approved Supplementary Books used in the Santa Maria Joint Union High School District.

Attachment B

AVID Tutor Leadership Course Outline

COURSE-CODE:

COMPUTER TITLE: AVID Tutor Leadership (ATL)

STATUS:

APRIL 7, 2006

I. Description

The AVID Tutor Leadership Course (ATL) prepares juniors and seniors to tutor and mentor peers enrolled in AVID, an academic elective class that prepares students for success in college preparation classes and emphasizes:

- Analytical writing
- College preparation and placement exams
- Study skills
- Test-taking skills
- Oral language
- Research
- Note-taking and organization skills

AVID Tutors receive training in the use WICR (Writing, including Cornell Note-Taking, Inquiry, Collaboration and Reading) strategies and methodologies. Under direct supervision of the AVID teacher, AVID tutors facilitate small groups through the learning process in all subject areas incorporating students' class notes and other materials in determining the concepts that need to be reviewed.

The AVID tutor conducts brainstorming and pre-writing sessions, and works with students at all phases of the writing process. Tutors lead discussions and analysis seminars and dialogues that promote critical thinking.

Course Title:	AVID Tutor Leadership (ATL)
Course Code:	Non-Departmental
Course Duration:	Year-long, can be repeated
Credits:	10
Prerequisites:	Enrollment in rigorous coursework
Sequence:	None
Pilot:	No
Magnet:	No
Date Passed by Board:	
ESUHSD Course/Subject Requirement	No
UC/CSU "a-g" Approved:	No

Course Catalog Information: AVID Tutor Leadership (ATL) prepares successful juniors and seniors to tutor and mentor college-bound peers enrolled in Advancement Via Individual Determination (AVID), an academic elective class that prepares students for four-year college eligibility.

Attachment B (cont.)

II. Standards

- AVID Tutors will:
 - Be juniors and seniors concurrently enrolled in AP and Honors courses
 - Minimum 3.0 GPA, overall
 - Complete application; interview
 - Complete 16 hours of AVID Tutor Training/Coaching as per AVID Continuum Self-Study (online Academic Coaching training, training offered through Region V, onsite training, tutor meetings)
 - Learn about college application and financial aid process
 - Demonstrate knowledge of analytical writing in a variety of discourse modes
 - Use WICR strategies and methodologies
 - Facilitate collaborative, subject specific study groups
 - Lead Socratic seminars and dialogues
 - Be role models and mentors

III. Objectives

- AVID tutors will develop their leadership and tutoring skills
- AVID tutors will support the academic, career, personal and social goals of college-bound students
- AVID tutors will learn along side AVID students how to prepare for college enrollment
- AVID tutors will improve their own study skills and interpersonal and facilitation skills.
- AVID tutors will benefit from resources and experiences provided in AVID elective class
- AVID tutors will value their tutoring and mentoring experience and will include on their college application
- AVID students will be tutored by a peer familiar with the material he/she is studying

IV. Assessment

- Knowledge of tutoring skills and ability to apply these in tutorial settings
- Observation by AVID teacher using tutorial rubrics
- Monthly reflections, learning logs
- Communication with AVID teacher and students
- Attendance
- Meet AVID Tutor Certification requirements as per AVID Center

V. Instructional Materials

- On-line Academic Coaching Training Modules
- AVID Tutorial Handbook
- AVID Curriculum: Writing, Strategies for Success, College and Careers
- AVID Write Path Subject Area Guides
- Tutor Training provided by Region V AVID Program

Glossary

Below is a list of commonly used terms and acronyms in this Handbook. Please contact Region V AVID staff if you have questions on any terms that are not explained below.

CAPI

Collaborative Academic Preparation Initiatives. This is a program of the California State University System, its goal is to increase the academic performance of high school students and reduce the number of entering CSU students who require remediation in math and/or English.

EAOP

Early Academic Outreach Program. This is an outreach program of the University of California. EAOP serves a similar group of students to those served by the AVID program. They often collaborate with AVID. If there is an EAOP program at your school, make sure you are in communication with your school's EAOP representative so they can provide assistance for your AVID students.

IHE

Institution of High Education. This is another name for college or university.

Jobtrak

This is an internet based job listing service that is targeted to college students. Many career centers at universities are no longer posting paper job listings and are using Jobtrak job listing instead. While it is expensive for for-profit employers to list jobs on Jobtrak, it is free for non-profits and public school programs (like AVID). For more information, see their web site; <http://www.jobtrak.com>

Service Learning

This is a program in a university (or K-12 school) that combines community service with classroom based curriculum. Different universities have different versions of Service Learning program. Some have very organized Service Learning programs, with a centralized office or center. Some have only a few Service Learning classes or none at all. Sometimes Service Learning students are interested in volunteering or working in AVID classrooms as tutors. If you receive Service Learning tutors it is important to ensure that their time in your AVID classroom is meeting their course requirements.

Tabling

Tabling is the process of sitting at a table on a college campus with promotional material in order to recruit tutors. It is a good idea to sit at the table during lunch time, from around 11:00 a.m. to 1:00 p.m. Sometimes this is a good way to recruit tutors.

TRH

Tutor Recruitment Handbook. The name of this handbook.

Work Study

This is a federal government program that provides employment opportunities to college students who receive financial Aid to help them pay for college. Many colleges allow their students to do their Work Study jobs off campus with nonprofit organizations or public school programs (such as AVID). Often, the university and the federal government will pay fifty percent or more of the tutor's salary.

NACELink

The NACELink Network, is a national recruiting network and suite of web based recruiting and career services automation tools serving the needs of colleges, employers and job candidates.