STEM TUTOR
HALF-TIME POSITION
SERVICE DESCRIPTION

PURPOSE:

The purpose of your participation in STEM-Corps East is to improve student achievement in mathematics and science through STEM tutoring and enrichment activities. To help students succeed, you must provide an average of 12-15 hours of tutoring services each week. You should have a course schedule that allows you to spend 1) whole days, or 2) mornings, or 3) afternoons at your site. You will work one-on-one or in teams with K-12 students, to build relationships, learn communication skills, and develop analytical skills as you and the students engage in problem-solving activities. Using hands-on experiments, you will help understand how math and science concepts and knowledge impact everyday life.

SPECIFIC ROLES AND RESPONSIBILITIES:

- Attend **required** Orientation training on September 1-September 9, 2017 that includes face-to-face and online training events.
- Attend other **required** quarterly training sessions throughout the service year.
- Report to your school site at least 3 times each week to assist classroom teachers in the delivery of the NC Standard Course of Study STEM curriculum in classrooms as well as STEM laboratories.
  **OR**
  Report to your after-school site at least 4 times each week to assist site directors in the delivery of STEM enrichment activities.
- Participate in the summer STEM Fair in August 2018.
- Participate in at least two (2) **required** National Days of Service events: 9/11 and MLK Day.
- Participate in local community service events sponsored by the STEM-Corps East office.
- Recruit at least four (4) volunteers.
- Complete 900 hours of service during your 12-month contract.
- Complete weekly timesheets in OnCorps with an emphasis on accuracy.
- Complete the weekly Tutoring Log that describes the number of students served, the amount of time spent in tutoring sessions, and the type of tutoring services provided.

BEHAVIORS:

- Fulfill your commitment to provide tutoring services every week
• Exhibit a genuine interest and enthusiasm for tutoring students.
• Effectively manage time and schedules.
• Continually evaluate and improve personal tutoring skills.
• Effectively communicate, both orally and in writing, with STEM-Corps East staff and On-site Supervisors.
• Be responsible, reliable and punctual.

**STEM-CORPS EAST YEAR OF SERVICE:**

The AmeriCorps STEM-Corps East service year begins September 1, 2017, and concludes August 31, 2018. Failure to comply with the Roles and Responsibilities listed above will result in suspension and may lead to termination of your contract.

**COMPENSATION FOR HALF-TIME MEMBERS:**

• Annual living allowance of $5,000 to be paid over the course of the year in 24 installments via direct deposit through ECU Payroll.
• The Segal AmeriCorps Education Award of $2,907.50 after completion of all program requirements.

**TRANSPORTATION:**

Members must provide their own transportation to get to sites and training events.

The previous statements are intended to describe the general nature and level of service being performed. They are not intended to be construed as an exhaustive list of all responsibilities and qualifications.

---

East Carolina University (“ECU”) is committed to equality of opportunity and prohibits unlawful discrimination based on the following protected classes: race/ethnicity, color, genetic information, national origin, religion, sex (including pregnancy and pregnancy related conditions), sexual orientation, gender identity, age, disability, political affiliation, and veteran status.