

**Holy Cross College**  
**Student Employment**  
**Fall 2019**

**Title:**           **Tutor – Note Dame Center for Arts and Culture**

**Department:** Notre Dame Center for Arts and Culture, 1045 W. Washington St., South Bend, IN

**Supervisor:** Adam DeBeck / Jennifer Wittenbrink Ortega

**Email:**       [adebeck@hcc-nd.edu](mailto:adebeck@hcc-nd.edu) / [Jennifer.A.Wittenbrink.1@nd.edu](mailto:Jennifer.A.Wittenbrink.1@nd.edu)

**Schedule:** Tutoring occurs Monday through Thursday from 3-6:00pm. Extra hours to set up and clean up are available. Prefer a two-day a week commitment.

**Rate of pay:** \$10.00 per hour

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**Purpose:** The NDCAC works with families from the west side of South Bend. Tutors work with children on reading, writing, vocabulary and comprehension. Some clerical work will be required and accuracy is vital. Training is provided. Carpools can be arranged.

**Essential Job Duties:**

- Lead students through prepared literacy lessons aligned with Indiana State Standards
- Develop strong relationships in a one-on-one or small group setting
- Help struggling students achieve their goals
- Other duties as assigned

**Minimum Education, Skills, and Ability:**

- Must be federal work study eligible
- Passion for education
- Ability to work effectively with a diverse student population
- Excellent interpersonal, written, and oral communication skills
- Bilingual in Spanish, Arabic, Chinese a plus