

Holy Cross College
Student Employment
Fall 2019

Title: **Take Ten Program – Tutor and Administrative Assistant**

Location: Notre Dame, Robinson Community Learning Center 921 N. Eddy Street, South Bend, IN

Supervisor: Adam DeBeck / Ellen Kyes

Email: adebeck@hcc-nd.edu / Ellen.G.Kyes1@nd.edu

Schedule: Flexible schedule of 4-10 hours per week.

Rate of pay: \$10.00 per hour

Purpose: This position will perform as a Take Ten conflict resolution program tutor. The student will work in several area schools and/or community partner sites. Tasks performed will relate to literacy, conflict resolution, lesson planning, lesson teaching, and some aspects of program administration.

Essential Job Duties:

- Prepare weekly lesson plan(s) to teach Take Ten existing curriculum to students at site(s) where assigned.
- Coordinate lesson planning, travel and implementation with a peer team on a weekly basis.
- Communicate as needed with Take Ten staff, college and community peers, school personnel and administrators, and other community members.
- Attend Take Ten Team meetings as often as schedule permits.
- Other duties as assigned by Program Director.

Minimum Education, Skills, and Ability:

- Must be federal work study eligible
- Energetic, positive, ability to work independently and follow directions and multi-task
- Orderly, timely and dependable