Boston University Initiative for Literacy Development (BUILD)
Tutor Program

*Please note that eligibility to participate in the BUILD program is contingent upon receipt of a Work-Study award for the 2015-2016 academic year.

Thank you for your interest in this program. BUILD is an exciting program that offers students the opportunity to utilize their Federal Work-Study award while participating in a community service endeavor as a tutor for elementary students in Boston.

The basic BUILD tutoring requirements are as follows:
• Minimum of 6 tutoring hours per week on at least two separate days at one site.
• Attendance at monthly debriefing and training meetings with the lead tutor(s).
• Travel to and from tutoring site.
• Conferencing with classroom teachers and/or BUILD site coordinators.
• Mandatory attendance at the All Tutor Training (Fall and Spring) and one professional development training/per semester (workshops will be presented by BUILD staff and Lead Tutors).

The starting pay rate for BUILD tutors is $11.25 per hour. Tutors will be paid for orientation, training, monthly meetings, travel time, and tutoring. All positions require an interview. If your skills match the needs of the organization someone from the BUILD office will contact you to schedule an interview.

Spring 2016 Schedule:

  Tutor Interviews: Starting week of January 19, 2016
Mandatory All Tutor Training: January 30, 2016
New Tutor Orientation: January 28, 2016
Tutoring Begins: January 19, 2016

If you have any questions or concerns please contact a BUILD graduate coordinator at 617-353-5192 or build@bu.edu.

Please return this completed application by email, mail, fax, or personal delivery to:

  BUILD Office
  Attention: BUILD
  621 Commonwealth Avenue, Room 322
  Boston, MA 02215
  Fax: (617) 353-2395
  build@bu.edu
Application for:   _____ Tutor  
(please check one)   _____ Lead Tutor (Please note that previous related experience is required for the lead tutor position). If you are applying for the Lead Tutor position, please submit a resume with this application.

Date Submitted ____________________________

Name ________________________________  BU I.D.# _______  ____  ________

School/Major___________/___________  Expected Graduation Date ________________

Local/Academic Year Address _______________________________________________

________________________________________________________________________

Academic Year Phone Number (___)_____________ E-mail address _________________

Permanent Address _________________________________________________________

________________________________________________________________________

Permanent Phone Number (___)______________ E-mail address _________________

Cell Phone Number (___)____________________

Please list teaching/tutoring experiences that you have had with children (indicate ages) and/or adults. Please include the nature, duration and location of the instruction.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Have you had other jobs or relevant experiences involving children? Please describe.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Please describe any experiences (and/or coursework) that you have had that would help your understanding of interactions in a multilingual, multicultural, and/or urban setting.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

(continued on reverse)
Is English the primary language spoken in your home? ________

If not, what is the primary language? ________________

Are you a proficient reader in this language? _______

Identify any other languages that you speak/understand and read. Please indicate your level of proficiency.

________________________________________________________________________________________

________________________________________________________________________________________

Please tell us why you would like to work with the BUILD program.

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Do you have any concerns about working with the BUILD program?

________________________________________________________________________________________

________________________________________________________________________________________

Please choose one:

_____ I prefer to work in schools during the normal class hours (9:00-2:30).

_____ I prefer to work in an after-school program (1:30-6:00).

Work-Study award information:

_____ If you are interested in working more than the minimum requirement of 6 hours, please indicate the ideal number of hours you would like to work per week.

For Spring semester, are you planning to:

_____ Student teach?

_____ Study abroad?

_____ Do a practicum?

_____ Other? (Please explain) ____________________________________________________________

Please return this completed application by email, mail, fax, or personal delivery to:

BUILD Office
Attention: BUILD
621 Commonwealth Avenue, Room 322
Boston, MA 02215
Fax: (617) 353-2395
build@bu.edu

In signing this form, I agree to allow a CORI (Criminal Offenders Records and Information) background check to be completed on me. I realize that this is a State requirement for anyone who works in the public school system. Please complete attached CORI form.

Signature ____________________________ Date _________________
Availability

In the table below, please indicate with an “X” times that you are NOT available. Blank time slots on the table will tell us when you are available to work. Please take into consideration travel time between class and work (usually 15 – 45 minutes).

*For example, this tutor CANNOT work Monday from 9-noon, Tuesday from 10-noon, or Friday from 9-noon. Student can work Wednesday and Thursday mornings.*

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 – 9</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>9 – 10</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>10 – 11</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>11 – noon</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

**COMPLETE THIS TABLE:**

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 – 9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 – 10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 – 11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 – noon</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>noon – 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 – 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 – 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 – 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 – 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 – 6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 – 7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 – 8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>