Thank you for your interest in this exciting program. BUILD offers students the opportunity to utilize their Federal Work-Study award by participating in an impactful, fun, and community-based service endeavor as a math and/or literacy tutor in Boston public schools.

The basic BUILD tutoring requirements are:
- 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.
- Communicating with classroom teachers and/or BUILD site coordinators.
- Mandatory attendance at the All Tutor Trainings (Fall and Spring) and 1-2 professional development trainings/per semester.
- MUST have a work-study award or be work-study eligible.
- Tutors must clear the Criminal Offender Records Information (CORI) background check to work for BUILD. These checks can take up to 2-3 weeks to approve once submitted.

The starting pay rate for BUILD tutors is **$13.25 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.

**Tentative schedule for Fall 2018**

**Tutor Interviews:**
- **Priority:** Interviews will be held in the last two weeks of August and the first two weeks of Fall Semester.
- **Mid-semester:** We have a rolling application process and will be accepting applications and conducting interviews through the work study application deadline, which is Friday, October 19th.

**Mandatory All Tutor Training:** Saturday, September 29th, 9am – 2pm.
**New Tutor Orientation at Sites:** Week of October 1st.
**New Tutor Tutoring Begins:** October 8th.

* Start date is contingent upon the results of your CORI background check. You may not begin tutoring until you are approved.

If you have any questions or concerns, please contact BUILD at 617-353-5192 or build@bu.edu. **Please return this completed application by mail, e-mail, or personal delivery to:**

BUILD Office
BU Wheelock College of Education & Human Development
2 Silber Way, Room 445
Boston, MA 02215
Please note that eligibility to participate in the BUILD program is contingent upon receipt of a work-study award for the 2018-2019 academic year.

BOSTON UNIVERSITY INITIATIVE FOR LITERACY DEVELOPMENT (BUILD)

Tutor/Lead Tutor Application Form

Work-Study Office Use Only:
Date Reviewed by Work-Study

Current Work-Study Award?
Y  N

Award Amount/Balance _____

Do you have a work study award? (Please check one) _____ Yes _____ No

Who referred you to BUILD? ____________________________

Date Submitted ________________________ BU I.D.# ______________________

Full Name _______________________________ Birth Date____________________

Preferred First Name____________________ Gender Pronouns______________

School/Major_____________________/____________________ Expected Graduation Date ________

Local/Academic Year Address ____________________________________________

_______________________________________________________________________

Phone Number (_____)___________ BU E-mail address ______________________

Permanent Address _________________________________________________

_______________________________________________________________________

Please list teaching/tutoring experiences that you have had with children (indicate ages) and/or adults. Please describe 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 school setting.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Identify languages that you speak, understand, and/or 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).

*Your BUILD schedule will depend largely on your availability, which you will describe below.

Work-Study award information:
If you are interested in working more than the minimum requirement of 6 hours, and have an award that will allow you to do and still finish out the year with BUILD please indicate the ideal number of hours you would like to work per week.

Please return this completed application by e-mail, mail or personal delivery to:

BUILD Office
Two Silber Way, Room 445
Boston, MA 02215
build@bu.edu
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.** Two slots of similar availability (e.g. 1PM-5PM on Tuesday and Friday; 8AM-noon on Monday and Thursday) are required for site placement.

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

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