Boston University Initiative for Literacy Development
BUILD Tutor Application

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 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 $16.50 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 2023 Tutor Interviews:

Priority: Interviews will be held in August/September, prior to All Tutor Training.

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 13th, 2023.

> Mandatory All Tutor Training: Saturday, September 30th, 9am – 1pm
> New Tutor Training: TBA (Usually held on weeknight).
> New Tutor Tutoring: TBA (Usually held on weeknight).

* Start date is contingent upon the results of your CORI background check and completion of a Protection of Minors training. 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 e-mail to build@bu.edu

Please note that eligibility to participate in the BUILD program is contingent upon receipt of a work-study award for the 2023-2024 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.

_____

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_____

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.

Name _____	FOR OFFICE USE ONLY
B.U. ID # _____	Site Assignment: _____
	Times: _____

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.

	Monday	Tuesday	Wednesday	Thursday	Friday
8 – 9					
9 – 10	X				X
10 – 11	X	X			X
11 – noon	X	X			X

COMPLETE THIS TABLE:

	Monday	Tuesday	Wednesday	Thursday	Friday
7 – 8					
8 – 9					
9 – 10					
10 – 11					
11 – Noon					
Noon – 1					
1 – 2					
2 – 3					
3 – 4					
4 – 5					
5 – 6					
6 – 7					

Please return this completed application by email to build@bu.edu