Mentor & Tutor Job Description

CAMP Mentor & Tutors, under the direction of the Program Director, will actively engage UCI undergraduate students in a variety of sessions designed to help them improve their academic experience. They will work with students on a one-on-one basis, or in group setting, based on their availability. Mentor & Tutors will encourage and support students in positive and enriching ways to help them navigate their academic journeys. Further, they will ensure that participants receive intentional, thoughtful, and comprehensive academic support. Mentor & Tutors receive $15.50 per hour, which will be disbursed as a stipend at the end of the quarter. Please be aware that Mentor & Tutors must complete at least (4) hours of mentorship per week, with room for increased hours based on the needs of the students. Hours not approved by the Director will not receive additional compensation. The stipend is processed through the Office of Financial Aid and Scholarships, therefore, any unpaid fees in your Zot Account will be paid first and you will receive the remaining balance.

Required Skills/Qualifications:

Mentor & Tutors must have the proper skills to adequately understand and communicate effectively with a wide range of students. They must have the general knowledge to answer questions and provide assistance in activities designed to develop academic and professional skills. Mentor & Tutors must have the ability to work with a diverse population of students.

The Mentor & Tutors must be:

- CAMP eligible
- Major in Science, Technology, Engineering, or Mathematics
- In good academic standing (3.3 GPA or higher), with a grade of A or higher in the subject matter(s)
- Must not enter academic probation during their employment with the CAMP Program

Required Documents:

- CAMP Mentor & Tutor Application
- Unofficial Transcripts
- Brief statement (2-3 paragraphs) detailing your past mentor and/or tutor experience, why you are interested in the position, and your mentoring/tutoring philosophy or approach

Next Steps:

- Please submit your completed application and materials via the following Google Submission Form: https://forms.gle/BPFpdujhpcTsqT7L18
- Applicants selected to move forward in the application process will be interviewed.

Application Due Friday, September 29, 2023
### California Alliance for Minority Participation (CAMP)
#### Mentor & Tutor Application

**UCI ID Number**

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**Last Name, First Name**

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**Major**

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**Education Level**

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**Email**

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**Cell Phone Number**

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Did you accept a FULL financial aid package (i.e. accepted all scholarships and loans) for the year? If you are unsure, please contact the Financial Aid Office (finaid@uci.edu).

- [ ] Yes
- [ ] No

**List of courses where you have demonstrated exceptional proficiency**

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**Availability (At least 4 hours per week required)**

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I certify that I have read the job description, provided accurate information to the best of my knowledge, and am qualified to be a Mentor & Tutor based on my enrollment status and GPA.

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**Signature**

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**Date**