Indy Learning Centers Summer Internship

Indy Learning Centers seeks a candidate that is able to serve our summer tutor program, and support other summer programs we do on campus. The focus of the work will be serving as a tutor at a local school. Tutors are assigned and scheduled through Indy Learning Centers. Tutors should be able to work within a learning center, classroom, or structured study hall setting.

Each tutor will work at one of the 13 schools served by Indy Learning Centers, and will commit eight weeks for the summer. Each tutor’s schedule will be set and will be determined by availability, location, and each school’s needs.

Where
Broad Ripple Magnet High School   T.C. Howe Community School
George Washington Community School   Arlington Community School
John Marshall Community School   Emmerich Manual High School
Arsenal Technical High School   Northwest High School
Shortridge Magnet High School   Crispus Attucks Medical Magnet
Emma Donnan Middle School   H.L Harshman Middle School
Key Learning Community School

Qualifications
To work for Indy Learning Centers, you must have a GPA of 2.5 or higher. A solid understanding of high school advanced subjects such as Algebra 1-2, Trig, Geometry, Pre-Calculus, Calculus, Biology and Chemistry is a necessity and prior experience working with youth or in a community-based setting is preferred.

The ideal Indy Learning Centers Tutor candidate works well with a team of other staff members has excellent communication skills amongst a wide variety of people, as they will be working with children from economically and socially diverse backgrounds. This person is punctual, responsible and flexible. Because this person works with younger students, it is imperative that he be patient, empathetic, and willing to try new ways of learning. Additionally, it is imperative that students show leadership and work through their homework without the tutor giving them the answer.
Duties
As an Indy Learning Centers Tutor you will be required to fulfill the following responsibilities:

- Attend Initial program orientation on campus.
- Coordinate activities with site team, attend workshops, and submit paperwork in a timely manner.
- Develop new, innovative, and collaborative activities to assist students’ learning.
- Assist teaching staff with homework help and/or tutoring as needed.
- Provide one-on-one or group tutoring to students designated by the Site Coordinator.
- Help maintain site orderliness and perform other duties as assigned.

Supervision
Indy Learning Centers Tutors should be able to complete the necessary tasks with minimal supervision. Direct supervision will be provided by the Site Coordinator. Scheduling and payroll will be supported by the IUPUI Indy Learning Centers’ Program Manager.

Contact
If you need further information please visit the IUPUI Indy Learning Centers website http://indylearn.org, E-mail IndyLC@iupui.edu or call tel. (317) 278-0914.