

America Reads
CHALLENGE

\$11.00 / Hour

Federal Work Study Positions Available

Information and Application Materials Packet



The America Reads Challenge

Dear Candidate,

Thank you for your interest in an America Reads Challenge position. Following, please find the materials you will need to apply. The America Reads Challenge was originally established in 1996 to help children learn to read well and independently by the end of the third grade. The program has expanded, and employees now work in programs that help participants learn how to read, write and perform basic math.

Some America Reads Challenge employees work as tutors in Chicago Public Schools (CPS) with elementary age children. These tutors are assigned to a site program and are provided with training on how to tutor. Tutoring will primarily be one-on-one and in small groups.

Some America Reads Challenge employees work as family literacy assistants in family literacy centers. Family literacy assistants are also assigned to a site program and provided training, although their work may be administrative – it is not limited to tutoring.

No prior experience is necessary for either position, but it is desired. Here are the minimum requirements to work for the America Reads Challenge program:

- You must be eligible for at least \$1,000 in Federal Work Study
- You must be available to work between 10 and 20 hours per week
- You must be available to work between 8 a.m. and 3 p.m. Monday through Friday
- You must be available to work at least 3 days each week
- You must be able to work at least 3 hours in a row each day that you work
- You spend an average of 45 minutes in transit round trip to and from your site
- You must speak, read and write English fluently and clearly
- You must be competent at high-school level mathematics
- You must have good academic standing & maintain satisfactory academic progress
- You must be enrolled for at least 6 credit hours each semester you work
- You must pass a background check
- If you work with CPS, you must submit TB test results that are less than 60 days old

For new and continuing employees, there are a few other important things you should know:

- Employees are paid for their transit time
- Sites are assigned, not chosen
- Tutoring sites are not located on the UIC campus

What are the positions like?

If you work with children at CPS, your duties as a tutor would be:

- Discuss and coordinate a tutoring plan with your teacher
- Follow all reasonable instruction and defer to the teacher at all times
- Read with or to the children in your classroom
- Ask questions and discuss reading material to ensure comprehension
- Practice math problems and explain math concepts
- Help practice math and / or reading skills using a computer
- Help children review homework assigned by their teacher
- Lead students in a book club

If you work at a family literacy program, your duties as a family literacy assistant would be:

- Assist full time staff in providing services to parents of Head Start children
- Help adult students prepare for the pre-GED and GED tests
- Practice basic sentence structure and word pronunciation with ESL students
- Help prepare family literacy activities and present family literacy workshops
- Teach students the basics of Microsoft Word, Excel, PowerPoint, Internet, etc.
- Work alongside teen literacy coaches at Head Start sites
- Provide site tours of the Chicago Center for Early Education – CCEE
- Assist in special projects

If you have any questions about the program, you can e-mail them to me at nicolel@uic.edu (nicoleL). If this sounds like a position that you may be interested in, please complete the following application. Applications are reviewed in the order that they are received. I look forward to reviewing your application, and I thank you again for your interest!

Sincerely,

Nicole Lee
Assistant Director/America Reads Coordinator
Office of Student Financial Aid
University of Illinois at Chicago

UIC

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America Reads Challenge

Federal Work-Study Position Application **OFF CAMPUS Sites Only**

1. GENERAL INFORMATION

UIN:	_____	You Want to Work With?	<input type="checkbox"/> Adults	<input type="checkbox"/> Youth
Name:	_____	Are you applying for Fall or Spring Employment?	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring
Major:	_____	Enrollment Hours:	Fall _____	Spring _____
Phone Number:	_____	New or Returning Tutor:	<input type="checkbox"/> New	<input type="checkbox"/> Returning
E-Mail Address:	_____	Graduate or Undergrad:	<input type="checkbox"/> Grad	<input type="checkbox"/> Undergrad
Fluent Languages:	<input type="checkbox"/> English <input type="checkbox"/> Spanish	Do You Have a Car:	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Tutoring positions are for the fall and spring semesters only. All sites are off-campus. Please list the address from which you will be leaving for work, below. This will help us to pair you with a site that is close to you. However, you will be assigned to a site – ***they are not chosen.*** In some cases, tutors are not placed at the site which is closest to their home or closest to UIC. If you accept an America Reads position, please plan to spend 45 to 60 minutes total in transit each day you work. *You are paid for your time in transit.*

Address You Will Leave From to Go to Work:

Have you worked for UIC in the past? YES NO

Do you currently work for UIC? YES NO

If YES, What Is / Was Your Position:

Supervisor's Name:

Supervisor's Title:

Supervisor's Email:

How Many Hours Would You Like to Work Each Week?

2. AVAILABILITY

- You must be available to work between 10 and 20 hours per week
- You must be available to work between 8 a.m. and 3 p.m. Monday through Friday
- You must be available to work at least 3 days each week
- You must be available to work at least 3 hours in a row each day that you work

Check each box below to indicate what times *you are available* to work during the semester for which you are applying:
*****Remember to consider an average of 45 to 60 minutes for total daily travel time*****

	Monday	Tuesday	Wednesday	Thursday	Friday
9 to 10					
10 to 11					
11 to 12 noon					
12 to 1					
1 to 2					
2 to 3 pm					

- There are limited hours available before 9 am & after 3 pm. **These hours are mainly available at the Family Literacy Centers. If you indicated that you would like to work with adults AND you would like to be considered for hours before 9 am & after 3 pm, please check the box on the left.** Many employees request hours after 3 pm. If you mark this box, hours after 3 are not guaranteed.

3. WORK HISTORY, PRIOR EXPERIENCE, AND EDUCATION

Below, please describe any work, volunteer, or other experience (working with adults or children, honors programs, babysitting, extracurricular activities, etc.) that will help us evaluate your qualification for an America Reads Challenge position. If you have participated in the America Reads program in the past, please list that first. If you have any tutoring experience or experience working with children, please list that next.

Position	Start & End Dates, Wage	Responsibilities

EDUCATION	
What is the highest level of Mathematics you have completed?	

5. ORIENTATION

All candidates who are selected for the position will be required to attend an Orientation and training. Please bring proof of citizenship, which includes a U.S. Passport or a driver's license and social security card, to the Orientation.

If you are selected as a candidate for this position, you will be sent an e-mail invitation to the Orientation.

6. OATH & SIGNATURE

By signing below you attest that the information you have provided on this application and any accompanying documents are true and valid. By signing below, you are accepting your work study if you have not done so.

Signature of Applicant

Date

Please submit all documents to the address on the front of this application or fax them to (312) 996 – 3385.