



JONES-ZIMMERMANN ACADEMIC MENTORING PROGRAM

Trinity College ||
Office of Community Service & Civic Engagement
300 Summit Street Hartford, CT 06106
Program Coordinator: Beatrice Alicea ||
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Since September 2001, J-Z A.M.P., the Jones-Zimmermann Academic Mentoring Program, has provided after-school mentoring, tutoring and enrichment activities twice a week, after-school and one Saturday a month for middle school students from the Hartford Magnet Trinity College Academy (HMTCA). J-Z A.M.P. is part of a larger mentoring community in the state, with sister programs at Sacred Heart University (Bridgeport) and Yale University (New Haven), which are all funded with the generous support of the Marie & John Zimmermann Foundation. All three college sites share the same program model: recruit approximately 30 low-performing 6th grade students and enroll them for 3 consecutive years of programming. Throughout their 6th, 7th and 8th grade years, every student is matched with a mentor and one other student. The mentees and mentors engage in the “*triangle model*” (one mentor-to-two mentees) to strengthen a mentee’s reading, math and writing levels.

As a J-Z A.M.P. academic mentor, your role will include tutoring two days a week on **Tuesdays & Thursdays from 2:30-5:00 p.m.** at HMTCA and participating in **once a month Saturday field trips.** A.M.P provides all of the resources and facilities to help you foster and develop a trusting and enriching relationship between you and your mentee.

Job Description

Position: Academic Mentor

Pay Rate: \$10.10 to \$10.85/ per hour depending on experience with the program and or position (program assistant or academic mentor).

Responsibilities:

In order for the program to meet its goals, we require the academic mentor maintain the following responsibilities:

- Meet with students from 2:30-5:00 every Tuesday & Thursday at the HMTCA.
- Participate in and help plan extracurricular activities, which may take place outside of weekly requirements.
- Collaborate with other mentors to facilitate after-school enrichment activity
- Attend all required training sessions and orientations as indicated and meetings as needed with Program Coordinator.
- Communicate as needed with students’ teachers and parents/guardians after-school.
- Maintain log documentation of homework, activities and concerns that take place during tutoring session, and submit a Mentor Summary to Program Coordinator.

Qualifications: *Previous experience is a plus, but not required for the position.

- Desire to work with middle school youth and develop a relationship with 1-2 mentees in an after-school environment.
- Have at least a 3.0 average at Trinity College.
- Dependable and committed to upholding the program rules, obligations and schedule.

Benefits of the Position:

- Develop a close relationship with two HMTCA students.
- Paid training, workshops, and monthly field trips
- The opportunity to develop leadership skills by planning activities and contributing feedback about the program structure.
- The chance to explore the field of education and gain experience in the Hartford community.

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ACADEMIC MENTOR EMPLOYMENT APPLICATION

Please submit electronically to Beatrice.Alicea@trincoll.edu or deliver to the Office of Community Service and Civic Engagement in the basement of Mather Hall (next to bookstore).

Applicant Information

Full Name: _____ Date of Birth: _____
Last First M.I.

Home Address: _____

Cell Phone: _____ Student ID: _____

Year/Class of : _____ Social Security No.: _____ Mailbox: _____

Email Address: _____

Are you a citizen of the United States? YES NO Work Study student for 2019-2020? YES NO

Have you ever worked for A.M.P.? YES NO If yes, when? _____

Have you ever worked for Trinity College? YES NO If yes, when and what depts.? _____

Education

High School: _____ Address: _____

Majors/Minors at Trinity College: _____

Have you studied abroad yet while at Trinity College? If so when and where?

References

Please list three professional references. Please do not include relatives. (Note: You may also provide us with general professional references from any previous work and or volunteer history on or off-campus.)

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Email Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Email Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Email Address: _____

Previous Employment or Volunteer Experience

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Email Address of Supervisor: _____

Criminal Records

Have you ever been arrested and/or convicted of any crime? YES NO

If yes, please explain:

Emergency Contact

Full Name: _____ Relationship: _____

Address: _____ Phone: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. My signature below acts as permission for J-Z A.M.P. to confirm the information listed above and conduct a background check.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Questions

Please answer the following questions thoughtfully and thoroughly. Attach additional pieces of paper if needed.

1. ***What student groups, volunteer or community service experiences and activities have you been involved with on campus and or in Hartford (if a first-year applicant, please use experience during high school)?***

2. ***Why do you want to be a J-Z A.M.P. academic mentor? How did you learn about the program?***

3. ***Please describe your previous experience (if any) working with youth. Be specific about age, grade level and type of activities.***

4. ***What would be the greatest asset(s) you would provide to a tutoring/mentoring relationship with a middle school student?***

5. ***Please list your anticipated class and work schedule for the semester. Also, list student groups, clubs organizations you will participate in this semester.***

CLASS SCHEDULE:

WORK SCHEDULE: (if you plan to work for several on campus jobs, please list the department and your hours)

EXTRA-CURRICULAR SCHEDULE:

- 6. *Since we recognize the value, time, effort and trust required to foster a positive relationship with youth, we strongly prefer to hire applicants who can commit to multiple semesters. Do you intend to be available for multiple semesters if rehired beyond your first term?*