

**Holy Cross College**  
**Student Employment**

**Title:**           **Take Ten Program – Tutor and Administrative Assistant**

**Location:**       Notre Dame, Robinson Community Learning Center 921 N. Eddy Street, South Bend, IN

**Supervisor:**   Adam DeBeck / Ellen Kyes

**Email:**           [adebeck@hcc-nd.edu](mailto:adebeck@hcc-nd.edu) / [Ellen.G.Kyes1@nd.edu](mailto:Ellen.G.Kyes1@nd.edu)

**Schedule:**      Flexible schedule of 4-10 hours per week.

**Rate of pay:**   \$10.00 per hour

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**Purpose:** This position will perform as a Take Ten conflict resolution program tutor. The student will work in several area schools and/or community partner sites. Tasks performed will relate to literacy, conflict resolution, lesson planning, lesson teaching, and some aspects of program administration.

**Essential Job Duties:**

- Prepare weekly lesson plan(s) to teach Take Ten existing curriculum to students at site(s) where assigned.
- Coordinate lesson planning, travel and implementation with a peer team on a weekly basis.
- Communicate as needed with Take Ten staff, college and community peers, school personnel and administrators, and other community members.
- Attend Take Ten Team meetings as often as schedule permits.
- Other duties as assigned by Program Director.

**Minimum Education, Skills, and Ability:**

- Must be federal work study eligible
- Energetic, positive, ability to work independently and follow directions and multi-task
- Orderly, timely and dependable