


From: "Ahmed, Jihan" <Ahmed@essex.edu>
Subject: GEAR UP Newark Tutor/Mentor Recruitment
Date: November 19, 2004 12:03:41 PM EST
To: "Bello-De-Castro, Leigh" <Bello-De-Castro@essex.edu>, FACULTY <Faculty@essex.edu>
Cc: "Davis, Cassandra" <Cdavis@essex.edu>, "Berry, David" <Berry@essex.edu>
 5 Attachments, 93.0 KB

GEAR UP NEWARK at ESSEX COUNTY COLLEGE



MEMORANDUM

To: Essex County College Faculty, Newark Campus
From: Jihan Ahmed, Parent & Student Services Coordinator, Red Area, #1129
Date: 19 November 2004
Re: GEAR UP NEWARK Tutor/Mentor Recruitment Materials

My name is Jihan Ahmed and I am the Parent & Student Services Coordinator for GEAR UP NEWARK, a federally funded program centered here at Essex County College. Our mission is to increase the number of Newark public schools students who aspire to post-secondary education. We serve a cohort of 9th, 10th, and 11th grade students (and their parents and teachers) attending Central High School. Many of you have already participated in the Faculty-To-Faculty professional development workshops that we sponsor bi-weekly here on campus for the teachers we serve.

We are seeking your assistance in recruiting qualified student candidates, with a minimum of 20 college level credits and a GPA of 2.75 or better, to interview as tutor/ mentors in our program. The tutor/mentors are trained and assigned to specific classroom teachers to provide continuous tutoring assistance with a mentoring capacity (in Math, Literacy and/or Science). Tutor/mentors are also trained in the 7 Habits of Highly Effective Teens, a benefit to all.

GEAR UP NEWARK is currently in its fifth year of providing direct services to our cohort of students. Each year the demand for and quality of our tutor/mentors increases. We are currently recruiting to fill our remaining slots for next semester. Applications are accepted year-round, and viable candidates who are not hired in the Spring will be eligible for the following semester.

We are simply asking that you make your students aware of this campus-supported opportunity. I have attached two flyers to assist you, should you accept the task. The first is a basic recruitment instrument, and the second provides detailed information about our application process and hiring criteria. We encourage you to print out these documents and place them where they might be accessible to your students (whether in the classroom or in your office). A hard copy can be provided at your request.

As we secure a foundation for Newark's future by raising the standards of quality and expectations of the public school students, parents, and teachers that we serve, we would certainly appreciate any effort on your part to facilitate a process that greatly benefits ECC students.

If you have any questions or concerns, please do not hesitate to contact me at ext. 3102 or send me an email at Ahmed@essex.edu.

Thank you for your time.

Jihan Ahmed
Parent & Student Services Coordinator
GEAR UP Newark
Essex County College
(973) 877-3102
Ahmed@essex.edu



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[Tutor Mentor Qualificati... \(32.5 KB\)](#)



[Tutor Recruitment Flier... \(54.5 KB\)](#)