For AY 2025-26:

[BUILD](http://www.bu.edu/build) works in collaboration with the Boston Public Schools providing reading tutors to children in selected public schools, after school programs, and community centers.  BUILD is Boston University’s program responding to the federal America Reads Challenge.

**Eligibility Requirements**: All applicants must:

1. Be eligible for a Federal Work Study award (after completing and submitting a 2025-26 [FAFSA](https://studentaid.gov/h/apply-for-aid/fafsa))
2. Be an entering or current Boston University graduate student in the Wheelock College of Education, School of Social Work, or similar program
3. Possess strong oral and written communication skills
4. Be committed to working with youth enrolled in a large public school district

**Other preferred qualifications**:

1. Knowledge of literacy development in children
2. Certification and experience in elementary education and/or reading
3. Experience with program administration and management, including experience supervising staff
4. Knowledge of Boston

**Primary Responsibilities:**

The Graduate Coordinator is responsible for managing the day-to-day operations of the BUILD program.  These responsibilities include:

1. Recruiting, interviewing, and selecting the tutoring corps of lead tutors
2. Developing public school and community tutoring sites, reviewing existing sites, making recommendations for new sites
3. Meeting with site directors to verify scheduling and program supervision
4. Coordinating transportation needs of tutors
5. Developing and conducting training and orientation for tutoring corps
6. Supervising and training lead tutors
7. Reporting to Executive Director of College Access and Student Success in BU Wheelock and BUILD committee
8. Preparing reports and conducting evaluations

**Weekly Time Commitment:**15 hours per week during academic year plus occasional weekends.

**Compensation:**This is a paid position.  Compensation includes a combination of weekly salary and scholarship award of up to 1/3 full-time tuition.

**Application Process and Deadline:** Interested applicants should submit a resume and cover letter to [Michael Dennehy, Executive Director](https://www.bu.edu/wheelock/profile/michael-dennehy/). The cover letter should address, in part, applicant’s interest in literacy tutoring, leadership and management experience, and vision for working with Boston Public School children. Please submit a cover letter and resume to: Michael Dennehy, Director, College Access and Student Success, Two Silber Way, Room 441, Boston, MA 02215 or mdennehy@bu.edu

**Contact Info for Supervisor:**Michael Dennehy, Executive Director, College Access and Student Success, Two Silber Way, Room 441, Boston, MA 02215 or mdennehy@bu.edu