

January 2024

Dear Applicant,



We just wanted to tell you a few things about GEAR UP so you'll have a good idea of what you're applying for. Here are the basics:

- GEAR UP stands for “gaining early awareness and readiness for undergraduate programs.” We are a college preparedness program for inner-city kids that is run by UTC and funded by the U.S. Department of Education and eight local partners.
- This project works with 11<sup>th</sup> and 12<sup>th</sup> graders at **The Chattanooga Girls Leadership Academy, Brainerd, & Howard**. We will be working with these students for the next 2 years, all with the goal of locking in their college readiness. To do this, we set them up with after-school programs, in-school tutoring, summer camps, college counseling, mentoring support and whatever it takes to get them ready for college.
- To qualify for a GEAR UP job, you need to meet the following minimum qualifications: at least **30 undergraduate** credit hours completed for after school staff / **45** credit hours for in-school tutors, at least a **2.5 G.P.A.**, and full-time college enrollment in the past year. You also need to be able to pump some energy, wit, and fun into the classroom.
- **Here's what you need to know about the program's schedule:**
  - **Training is the week of January 29- February 2nd and your participation in all training sessions is required.**
  - **The program begins February 5th**
  - We expect our programs to be conducted fully in-person in the Spring 2024 semester.
  - To work in our after-school program, you must be available every day Tues – Thurs 4:00 – 6:00.
  - In our in-school program, schedules are based on your availability and our schools' needs. Typically, in-school staff work 15 – 20 hours each week
  - You are obligated only for this semester.
- Before we can interview you, we must have your application, class schedule and transcript. (An unofficial transcript is fine, and recommendation forms can be returned after the interview.) We will begin interviewing immediately and will take applications until all positions are filled.
- Candidates must pass a background check conducted by the Tennessee Bureau of Investigation.
- If you are hired, you'll be part of a creative program that will have a major impact on the development of children for whom this sort of opportunity can be pivotal. You will learn teaching techniques, advance your management skills, learn about the public school system, change lives and help build an innovative and utterly new approach to coaxing higher performance out of kids. Not bad for a part-time gig.
- On top of all this, **you'll knock down \$15.00 an hour if you get the job!**

If you have any questions about GEAR UP or our after-school or in-school programs, please contact Hunter Huckabay [hunter-huckabay@utc.edu](mailto:hunter-huckabay@utc.edu). Thanks for your interest and we hope to hear from you soon.

Sincerely yours,

Hunter Huckabay, Ph.D.  
Director of GEAR UP

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Senior Coordinator

Anne Windham  
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