Position Title: Upward Bound Tutor

Hourly Rate: $7.50

Department: Upward Bound

Supervisor: Vanessa Beckham

Work Location: South College/Local High Schools/ICC

Account Number: 04-30402-50055-00000-xxxxx

Do multiple individuals hold this position at one time? ☒ Yes ☐ No

Number of positions available: 10

Work Schedule

A student in this position can expect to work 2 hours per day, 2 - 5 hours per week.

The student will work ☒ Monday thru Friday ☐ Saturday ☐ Sunday ☐ any day of the week.

Hours are available during the following times of the day: 3:00 pm - 4:45 pm Monday - Thursday, 6:00 pm - 8:00 pm Tuesdays/Thursdays.

Department/Position Overview

The student will provide academic assistance to Upward Bound participants in grades 9 - 12 in a variety of subject areas during our regular after school tutoring hours. The tutor will observe student work habits, provide positive and constructive feedback to students with their homework, challenge students with appropriate questions to spark critical thinking, and assure a positive learning environment for all those in the tutoring room. Student must be capable in one or more of the following academic areas: reading, writing, mathematics, science, foreign language or social studies.

Description of Duties and Tasks

☒ Interact with and convey a positive attitude to visitors and the campus community in person or by phone

☒ Conform to an established work schedule; reliably work set hours as assigned

☒ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

☒ Maintain the confidentiality of departmental/employee/student information

☐ Run errands on and/or off campus, including campus mail pick-up and delivery

☐ Perform light cleaning, departmental organization, and upkeep as required

☐ Work efficiently and accurately without immediate supervision

☒ Provide academic assistance to high school students who are first generation, low-income

☒ Document student progress or concerns for Academic Coordinator

☒ Follow-up with students about subjects, tests, homework, and all other academic-related issues

☒ Supervise students and motivate them to keep focused on their studies
**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here: **Microsoft Office and Google Docs**
- Familiarity with specific equipment, listed here:

  - Completion of coursework or training, prior experience, and/or specific certifications, listed here: **Have advanced skills in one or more of the following areas: writing, reading, mathematics, science, foreign language or social studies.**
- Ability to connect with young people, especially those who are low-income and/or first generation to go to college