Position Title: Upward Bound Tutor Coordinator
Hourly Rate: $7.75

Department: Upward Bound/Help Yourself
Supervisor: Vanessa Beckham

Work Location: Intercultural Center/South College
Account Number: 04-30402-50055-00000-xxxxx

Do multiple individuals hold this position at one time? ☐ Yes  ☑ No
Number of positions available: 1

Work Schedule
A student in this position can expect to work 6 - 10 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: 5:00 pm - 9:00 pm.

Department/Position Overview
Provide organization and oversight to the Upward Bound evening tutoring program. Supervise tutors. Oversee tutoring area.

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 oversight to eight college students who serve as tutors for the program.
☑ Document student progress or concerns for Assistant Director
☑ Follow-up with college students about tutoring activities
☑ Supervise college students; manage schedules and payroll
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:

☐ Familiarity with specific equipment, listed here:

☒ Completion of coursework or training, prior experience, and/or specific certifications, listed here: **1 year or more of previous tutoring and/or youth supervisory experience**

☒ Ability to connect with young people, especially those who are low-income and/or the first in their family to attend college

☒ Ability to lead others, multi-task, and make decisions with minimal supervision