

Tutors

Definition

Under the direct supervision of the Director and Assistant Director provides tutoring services to Upward Bound participants.

Description of Tasks

Tutors Upward Bound participants in the content area assigned throughout the academic year; assists the participants in identifying and realizing their academic progress through periodic evaluations; maintains a record of the participant's progress and attendance; submits reports and evaluations as necessary to Upward Bound; participates in staff training workshops and meetings as scheduled by the Upward Bound Office; serves as a positive model for the participants; performs other job-related duties as assigned.

Knowledge and Abilities

Must have sensitivity, respect, and understanding for the needs of Upward Bound participants; must possess the ability to establish a trusting and positive working relationship with the participants; must possess knowledge of high school level academic subjects, and have the ability to tutor effectively in the assigned subjects.

Education and Background

Full-Time College Student or Part-Time Graduate Student in good academic standing.