

CENTRAL STATE UNIVERSITY UPWARD BOUND PROGRAM JOB DESCRIPTION FOR ACADEMIC TUTORS

Please note: this unique situation involves being a big brother/sister, confidante, role model, mentor and disciplinarian, while maintaining a high level of professionalism.

Tutor Responsibilities

1. Participate in staff orientation.
2. Assist instructor with one section of standardized test preparation (S.A.T and O.G.T.) and structured study.
3. Communicate regularly with supervisor and instructors about student needs, progress and achievement. Written evaluations of student academic progress every three weeks
4. Participate in weekly tutor meetings.
5. Coordinate student activities and chaperone field trips.
6. Provide supervision of students.
7. Perform office work, as needed.

Qualifications

1. Matriculating graduate student or undergraduate with sophomore standing or higher.
2. Subject knowledge of high-school mathematics, English, biology, chemistry, physics, world languages, history and/or social studies.
3. Tutoring experience, preferably with urban youth.
4. Demonstrated experience with a multi-racial, multi-ethnic population.
5. Demonstrated ability to assist others in understanding and mastering academic work.
6. Sensitivity to the needs of urban high school students.

For more information, contact us, at (937) 376 - 6496.

Application materials should be mailed to:

Attn: John O. Anene, Director

Upward Bound Program

Central State University

1400 Brush Row Road, P. O. Box 1004, Wilberforce, OH 45384

E-mailed as Microsoft Word attachments to upwardbound@centralstate.edu; or faxed to (937) 376-6598.

*These are temporary positions.

CENTRAL STATE UNIVERSITY UPWARD BOUND PROGRAM JOB DESCRIPTION FOR RESIDENTIAL TUTORS/COUNSELORS

Please note: this unique situation involves being a big brother/sister, confidante, role model, mentor and disciplinarian, while maintaining a high level of professionalism.

Full-time, 6-week summer **RESIDENTIAL** position

Dates: June 22 –August 1, 2008

DUTIES & RESPONSIBILITIES

- Participate in staff orientation week. Full participation is a condition of employment
- Provide tutorial support for students enrolled in the courses to which you are assigned: literature and composition, mathematics, science, computer science, or world language, etc.
- Attend all classes to which you are assigned and assist the instructor in the classroom as needed
- Provide out-of-class support, gathering materials, reviewing homework assignments, and tutoring students
- Regularly meet with the instructors of the courses to which you are assigned
- Remain highly visible to students and staff throughout the course of each day
- Attend daily staff and community meetings
- Complete necessary evaluation forms distributed by administrators
- Assist in dorm/event set-up and clean up throughout the summer session
- Communicate daily with staff members
- Enforce Upward Bound rules and regulations
- Live and work on-site for the duration of the summer program and training
- Carry out any other duties as assigned by the staff.

QUALIFICATIONS

- Matriculating college students (juniors, seniors and graduate students preferred) with some tutoring/counseling experience working with low-income and/or culturally diverse students
- Demonstrated sensitivity to the needs of high school students
- Must have excellent English and/or mathematics skills
- Ability to tutor students in at least one of the following subject areas: literature and composition, mathematics, science, computer science, or world languages
- Must be highly energetic
- Valid Ohio's driver license preferred but not required.

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