UPWARD BOUND
TUTOR/TEACHING ASSISTANT

Salary $11.50/hour | 8-16 hours/week | Monday – Thursday

Instruction Dates: June 20 – July 28, 2016
(no class Monday, July 4. Make-up class Friday, July 8)

Hours may vary by assignment

Application Deadline: April 15, 2016

Program Description:
Upward Bound (UB) is a federally-funded college prep program that provides support services to high school students who want to go to college. One of the services provided is a six-week residential summer program at Cal Poly that serves 50 college bound students from local area high schools. UB’s goal is to assist and prepare high school students from disadvantaged backgrounds to enroll in a university or college immediately following high school graduation. Students enrolled in the UB summer program must apply, interview, and be selected to participate.

Position:
We are currently seeking classroom tutors for the following subjects: math, English, and science. Tutors will work collaboratively with classroom instructors providing support to high school students as needed. In addition, tutors will assist students with homework during evening tutoring hours in the dormitories. Tutors may also be assigned to supervise students during passing periods and meal breaks.

Qualifications:
• Must have completed one year of college and be in good academic standing.
• Experience in tutoring high school students is highly desirable.
• Ability to demonstrate ability to effectively work and communicate with high school youth.
• Must have high level of maturity, be self-disciplined, and able to work on a team.
• Experience working with students from culturally diverse populations is highly desirable.
• Familiarity with and sensitivity to the needs of low-income and first-generation students.
• Former UB, AVID, or any other pre-collegiate program participants are encouraged to apply.
• Be willing to submit to a background check and Live Scan.

Duties:
• Assist the classroom teacher with instruction, preparation, and supervision of students.
• Become familiar with and follow Upward Bound summer program policies and procedures.
• Encourage and motivate students, promote good study habits, and help strengthen study skills.
• Monitor students’ behavior and enforce summer program rules as necessary.
• Participate in training and other staff meetings as required.
• This position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act, and is required to comply with those requirements under California law.

Important Dates in 2016:
April 15 – Application deadline
April 20 - Interviews begin
June 14 – Collaboration w/ Instructors (time TBD)

June 17 - Mandatory training (time TBD)
June 20 - Classes begin
July 28 - Last day of classes

How to Apply:
Download the employment application from our website located at:
http://sas.calpoly.edu/employment/index.html#ub
Return the completed application to Student Academic Services, Cal Poly, Building 81.
If you have any questions, please contact the Upward Bound Director, Susie Lerma, at:
805-756-2301 or email: calpolyupwardbound@gmail.com.