UPWARD BOUND
Student Academic Services
A Division of Student Affairs

TUTOR/TEACHING ASSISTANT

Starting salary $9.00/hour 12-15 hours a week

Position Dates: June 25 – August 3, 2012

(Anticipated pay rate; all California wage and hourly laws will be followed)

The 2012 Upward Bound summer program is an intensive, fast-paced and concentrated six week educational experience. The program employs Cal Poly students as Tutors/Teaching Assistants to provide supplemental instruction to 50 program participants ranging from grades 9 to 12 with a focus on academic, social and personal development. Upward Bound's goal is to assist and prepare high school students from low-income families and high school students from families in which neither parent holds a bachelor's degree to gain access and graduate from post-secondary education. This position requires a highly-motivated, energetic individual, who is responsible and committed. Sensitivity towards culturally diverse students is required.

Responsibilities:

- Be proficient in at least one of the following subjects (HIGHLY DESIRABLE: candidate who is currently majoring in subject matter related to tutor area):

Subject Areas:

Algebra I	Chemistry	English I (Freshmen English)
Geometry	Biology	English II (Grammar)
Algebra II/Trig		English III (Composition)
Pre-Calculus/Calculus		English IV (Literature)

- Assist students with daily homework during bi-weekly tutorial session (Math and Science tutors only; 3pm – 5pm, Tuesdays & Thursdays).
- Provide classroom supervision and teaching assistant duties for the class you are tutoring (Monday through Thursday 8am – 10am; 10am-12pm; 1pm-3pm).
- Develop individual tutorial programs (approved by the instructor, UB Program Director or Coordinator) to assist students with learning difficulties.
- Possess a thorough understanding of the Upward Bound goals and assist with a challenging program of study that will promote success and generate confidence within students.
- Provide supplementary activities to incorporate study skills and develop independent learners.
- Attend all mandatory-training sessions and weekly meetings.
- Become familiar with and follow Upward Bound summer policies and procedures.

Important Dates:

- March 16, 2012: Position Closes/Application Review Begins
- June 22, 2012: Training Session (Time TBD)
- June 18, 2012: Summer Classes Start
- July 27, 2012: Summer Program Ends

Qualifications:

- Must have successfully completed one year of college and be in good academic standing.
- Ability to communicate effectively and develop and present study skills presentations.
- Respect and understand the needs of low-income first generation college students.
- Bilingual (Spanish/English) preferred.
- Experience in tutoring high school students from culturally diverse student populations highl desired.
- Former Upward Bound, AVID or any other pre-collegiate program participants are encouraged to apply.

***** Selected applicants will be fingerprinted *****

How To Apply:

Download the employment application from our website located at www.sas.calpoly.edu/ub/jobpost.html. Return the completed application to Student Academic Services Cal Poly, Building 81. If you have any questions please call (805) 756-2301 and ask for Stephany Martin or Luis Gonzalez.

Application Deadline: March 16, 2012 5:00 p.m.

*Rate will be broken into three payments paid bi-weekly. Payment will be reviewed with actual hours worked to ensure compliance with all federal and state wage and hour laws for minimum wage and overtime compliance.