Upward Bound (UB)  
Student Employment Opportunity  
Tutor Mentor

General Information:

Provide tutoring in areas of specific academic need (i.e., English, math, foreign language and the sciences) for high school students participating in the Upward Bound Program at CSUN. Upward Bound is federally funded TRiO program that seeks to increase the number of first generation and low-income students that successfully enroll in post-secondary institutions.

Duties:

- Under the supervision of the program coordinator and UB staff, the UB Academic tutor will provide tutoring to Upward bound participants in small groups or individually.
- Maintain complete and accurate records of tutoring sessions, provide student follow-up and periodic assessments.
- Assist in the planning and coordinating of the Saturday Academies and cultural/educational fieldtrips.
- Provide pre-college advisement for student’s grades 9-12 in the areas of college awareness, life skills, financial aid, and academic preparedness.
- Attend mandatory training sessions, held once a month on Fridays, to increase competency in working with students.
- Help students develop the study skills necessary for academic success.
- Provide accurate and precise information of post-secondary and financial aid opportunities.
- Serve as a positive role model for Upward Bound participants.
- Perform other duties as assigned to achieve project goals and objectives.

Qualifications:

- Minimum of sophomore status at a post-secondary institution required.
- Minimum grade point average of 3.0 or higher in subject matter.
- Two letters of reference from professors required.
- Prior tutoring experiences with first generation, low-income middle school students in a classroom setting or after school program a plus.
• Reliable, responsible and self-directed
• Excellent communication and interpersonal skills; bilingual preferred
• Must be friendly, punctual, professional, proactive, and a quick learner
• Must be able to attend mandatory trainings; prior to working in the schools, as well as monthly trainings held once a month on Fridays
• Have reliable transportation and ability to work in the afternoons at selected target schools.
• Bilingual skills (English - Spanish) a plus.

**Required documentation upon hiring:**
- Two letters of recommendation (form will be provided),
- Fall class schedule,
- Live scan, and
- Tuberculosis (TB) tested

**Purpose:**
The Upward Bound Programs (Classic and Math-Science) are federally funded TRiO programs sponsored by California State University, Northridge. The goal of the programs is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education.

**Classification:** III

**Wage:** $10.00-$15.20, starting salary $10 hr.

**Hours:** Fall/Spring, Monday- Friday, 12-17 hrs. Saturdays once a month. Students must be available to tutor afterschool between the hours of 2:00-6:00pm. Commitment of full academic year August 2013 – May 2014 is required.

**To Apply:**
Please submit an employment application, resume, and unofficial transcript. Job applications are available online at [http://www.csun.edu/outreach/services/internships.htm](http://www.csun.edu/outreach/services/internships.htm) and in the Department of Student Outreach and Recruitment Services located in Bayramian Hall, Room 190. For additional information, please contact the Upward Bound office at (818) 677-2515.