

**Upward Bound (UB)
Student Employment Opportunity
Tutor Mentor
(Off Campus Position)**

Purpose:

The Upward Bound program is a federally funded TRiO programs sponsored by California State University, Northridge (CSUN). The mission of Upward Bound at CSUN is to change the lives of first generation low-income students by promoting access to higher education. UB serves approximately 126 parents and students in the San Fernando Valley.

Duties:

- Under the supervision of the program coordinator and UB staff, the UB tutor mentor will provide tutoring and mentoring to Upward Bound participants in small groups or individually;
- Provide pre-college advisement and workshops for student's grades 9-12 in the areas of college awareness, life skills, financial aid, and academic preparedness;
- Maintain complete and accurate records of tutoring and advisement sessions;
- Provide student follow-up and periodic assessments;
- Work with students in a classroom setting, individually, and in small groups to provide assistance with academic and life skills;
- Assist program coordinator with UB outreach and recruitment efforts;
- Assist in the planning and coordination of Saturday Academies and cultural/ educational fieldtrips;
- Help students develop the study skills necessary for academic success;
- Provide accurate and precise information of post-secondary and financial aid opportunities;
- Help supervise tutoring sessions, field trips and other cultural enrichment experiences;
- Assist staff in preparation for activities and workshops (i.e., tutoring, Saturday Academy, etc.);
- Attend MANDATORY training sessions, held once a month on Fridays, to increase competency in working with students.
- Serve as a positive role model for Upward Bound participants;

- Work at local high schools in the San Fernando Valley; and
- Perform other duties as assigned to achieve project goals and objectives.

Qualifications:

- Must be a current student, sophomore- graduate student in good academic standing;
- Minimum grade point average of 2.75 or higher in subject matter;
- Prior tutoring experiences with first generation, low-income high school students in a classroom setting or after school program preferred;
- Reliable, responsible and self-directed
- Excellent communication and interpersonal skills; bilingual preferred
- Must be professional, punctual, proactive, and a quick learner;
- Must have reliable transportation to school sites;
- Collaborate and partner with other pre-college programs and/or school site personnel;
- Must attend mandatory trainings; prior to working in the schools, as well as monthly trainings held once a month on Fridays; and
- Must be able to work afterschool at least two days a week and three consecutive hours at a time (between 1pm – 6pm) and commit to full academic year August – May

Required documentation upon hiring:

- Live scan,
- Background check; and
- Tuberculosis (TB) tested

Classification: III

Wage: Starting salary \$15.50 hr.

Hours: Fall/Spring, Monday- Friday, 8-12 hour depending on schedule. Saturdays once a month. Students must be available to tutor afterschool between the hours of 1:00 - 6:00pm Monday – Thursday and attend training once a month on Friday afternoons. Commitment of full academic year August– May is required.

To Apply:

Please submit an employment application, resume, class schedule, unofficial transcripts, and a copy of your financial aid award. Job applications are available in the TRIO office located in Sierra Hall 422 or at <http://www.csun.edu/outreach/student-employment>. For additional information, visit www.csun.edu/trio, or please contact the Upward Bound office at (818) 677-2515 or email upwardbound@csun.edu.