

**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. The mission of Upward Bound is to promote access to higher education by providing guidance and support to first generation and/or low income students. UB serves approximately 66 parents and students in the San Fernando Valley.

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**Duties:**

- Under the supervision of the program coordinator and UB staff, the UB tutor mentor will provide tutoring 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;
- 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 2.7 or higher in subject matter;
- Prior tutoring experiences with first generation, low-income middle 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 consecutive hours at a time (between 2pm – 6pm) and commit to full academic year August – May

**Required documentation upon hiring:**

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

**Classification: III**

**Wage:** \$10.00-\$15.20, starting salary \$12.50 hr.

**Hours:** Fall/Spring, Monday- Friday, 8-12 hrs. Saturdays once a month. Students must be available to tutor afterschool between the hours of 2:00-6:00pm Monday – Thursday. 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 Department of Student Outreach and Recruitment located in Bayramian Hall 190 or at <http://www.csun.edu/outreach/student-employment>. For additional information, please contact the UB office at (818) 677-4550 or email [upwardbound@csun.edu](mailto:upwardbound@csun.edu).