

# Job Announcement



Upward Bound Programs

## JOB TITLE: Tutor/Academic Advisor

### PERTINENT INFORMATION:

**Job Type:** Part-time Position

**Salary:** \$11.00 per hour + mileage

**Location:** Fresno & Madera High Schools

**Program Commitment:** Academic Year 2015-2016

**Start Date:** January 2016

**Days/Hours:** Tues-Fri (*approximately 8-10 hours per week*)

(Occasionally one Saturday a month.)

## Application Deadline: Open Until Filled

### HOW TO APPLY:

1. Pick up an application at the Upward Bound Office or go to our website: [www.csufresno.edu/upwardbound](http://www.csufresno.edu/upwardbound) → Employment Opportunities and print an application.

2. Please attach a copy for each of the following: class schedule, work availability, unofficial transcript(s), and resume with at least 3 references.

3. Submit completed application packet along with requested documents (listed above) to the Upward Bound Programs at Fresno State located inside the University Center, Room 124, between 8:00 a.m. and 5:00 p.m. Monday – Friday. (**Incomplete applications will NOT be considered for employment.**)

### PROGRAM DESCRIPTION:

The Fresno State Upward Bound Programs are federally funded programs designed to provide academic services to first-generation and/or low-income college bound high school students in their efforts to complete high school and enroll in a post-secondary institution. An important component of Upward Bound is the after school tutorial program. During the tutorials, UB tutors must be able to provide students with tutorial assistance with various academic classes, career exploration, enrichment activities and leadership activities that provide students with the opportunity to enhance their grades at their respective high schools.

### DUTIES & RESPONSIBILITIES:

- Tutor high school students in various academic subjects at their respective high school sites (after school).
- Help students develop study skills and positive attitude toward learning and studying.
- Be responsible for monitoring and documenting student's academic progress and attendance into program's database.
- Make phone calls to students and parents as needed.
- File and maintain proper and current documentation in student's files.
- Attend mandatory tutor/staff meetings on Fridays and provide oral reports to staff.
- Supervise and work with UB students during Saturday College Conferences and tutorial sessions.
- Model professionalism, be organized and punctual; ability to sort/categorize information and meet deadlines.
- Be available to work one Saturday per month and be ready to attend other program activities as needed.
- Assist with the planning and prepare various program activities & presentations.
- Abide by target school district and Upward Bound Program policies at all times.
- Assist Academic Specialists with other activities as needed.
- Create a positive learning atmosphere for students.

### REQUIREMENTS:

- Minimum **two** years of college completed with a minimum CUM 2.75 GPA or higher.
- Ability to tutor and assist in Math (Algebra I, Geometry, Algebra II, Trigonometry or higher); English; Sciences; Social Science and other academic areas.
- Good leadership, communication and interpersonal skills; organized and punctual; ability to sort/categorize information and meet deadlines.
- Ability to collaborate with others & be flexible.
- Must be fingerprinted upon offer of employment and pass Dept. of Justice background check.
- Must provide own transportation, have car insurance and have a valid driver's license. Must have afternoons free (**Tuesday, Wednesday and/or Thursdays between 2 p.m.-5:30 p.m.**) and attend staff meeting on Fridays.
- Attend mandatory Upward Bound Tutor Training if hired and complete and pass Defensive Driving course.

### Upward Bound Programs at Fresno State

Division of Student Affairs and Enrollment Management

5240 N. Jackson Avenue M/S UC59 University Center #124 (in front of library) \* Office: (559) 278-2693 \* Fax: (559) 278-4306