

# Job Announcement

## JOB TITLE: Tutor/Academic Advisor

### PERTINENT INFORMATION:

**Job Type:** Part-time Position

**Salary:** \$9.00 per hour + mileage

**Start Date:** Mid-Late September 2013

**Days/Hours:** Mon-Fri (*approximately 8-10 hrs per week*)  
Occasionally one Saturday a month.

**Location:** Fresno State and Fresno & Madera High Schools (5)

**Openings:** To Be Determined.

**Application Deadline:** Thursday, September 12<sup>th</sup>, 2013 or Until Filled

**Program Commitment:** Fall Semester 2013

### HOW TO APPLY:

1. BulldogLink
2. Go to our website: [www.csufresno.edu/upwardbound](http://www.csufresno.edu/upwardbound) → Employment
3. Pick up an application at the Upward Bound Office in the Fresno State University Center, Room 124, between 8:00 a.m. and 5:00 p.m. Monday – Friday.

Deadline to submit completed application, class schedule, work availability, transcripts, and resume is **Thursday, September 12<sup>th</sup>, 2013 by 5:00 pm. (or until filled). 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 positive attitudes toward learning and studying.
- Be responsible for maintaining & documenting records on each student who is being tutored, including follow-up and periodic assessments during weekly office hours.
- 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.
- Prepare various activities & presentations.
- Abide by the school districts and Upward Bound Program policies at all times.
- Assist Academic Specialists with other activities as they arise.

### REQUIREMENTS:

- Minimum two years of college completed with a minimum CUM 2.75 GPA or above.
- 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/valid driver's license and be willing to carpool if needed.
- Must have afternoons free (Tuesday, Wednesday and/or Thursdays) and attend staff meeting on Fridays.
- Attend mandatory Upward Bound tutor training if hired and complete and pass Defensive Driving course.
- **Include with application a resume, transcript, class schedule, references, and a copy of work availability.**