

Job Announcement



Upward Bound Programs

JOB TITLE: Tutor/Academic Advisor

PERTINENT INFORMATION:

Job Type: Part-time Position

Salary: \$10.00 per hour + mileage

Location: Fresno & Madera High Schools

Program Commitment: Fall Semester 2014

Start Date: September 15, 2014

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

Application Deadline: Friday, September 5th, 2014, by 5:00 p.m. or Until Filled

HOW TO APPLY:

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

2. Please attach a copy for each of the following: class schedule, unofficial transcript(s), resume, and three 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 positive attitudes toward learning and studying.
- Be responsible for filing, maintaining records & documenting student contacts, including follow-up notes on program's database 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 needed.

REQUIREMENTS:

- Completed a minimum of two years in college and have a minimum of a cumulative 2.75 GPA or higher.
- Ability to tutor Math (Algebra I, Geometry, Algebra II, Trigonometry or higher); English; Science; Social Science and other high school subjects.
- 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 a valid CA driver's license. Must have afternoons free (Tuesday, Wednesday and/or Thursdays) and attend staff meeting on Fridays.
- Attend mandatory Upward Bound Tutor training and complete and pass Defensive Driving course.
- Include with application a resume, unofficial transcript, class schedule, and list of references.

Upward Bound Programs

5240 N. Jackson Avenue M/S UC59 University Center #124 (across from the Library) * Office: (559) 278-2693 *Fax: (559) 278-4306