

Student Tutor/Mentor (General) Upward Bound (TRIO)

Open Pool Position- Applications reviewed as positions become available.

Position Summary:

Upward Bound (TRIO) is a college preparatory program for high school students from low-income and/or first-generation backgrounds. A Tutor/Mentor mentors program participants, provides tutoring in general high school subjects, and provides guidance, information, and support to participants in preparing for college.

Compensation: \$14.70 (hourly)

Specific Duties/ Expectations of the Position:

- Serve as a role model for participants, demonstrating integrity and accountability
- Assist students in developing effective study skills and setting goals
- Provide information, encouragement, and guidance to students
- Tutor students in general high school subjects (including small-group and individual tutoring)
- Maintain an environment conducive to learning, including keeping tutoring area reasonably quiet and organized
- Meet with assigned group of students for check-in at beginning of every session
- Communicate regularly with students during tutoring, keeping them on-task
- Assess students' work accomplished during session and document student attendance and progress
- Report regularly to Assistant Director and/or Student Tutoring Coordinator regarding students' progress and needs
- Meet with Assistant Director and/or Student Tutoring Coordinator as needed after tutoring sessions
- Meet with Assistant Director at least once each academic term
- Provide own transportation to tutoring sessions at Central and/or Dallas High School. Carpool options may be available.
- Chaperone participants during local field trips and/or assist with educational workshops held at WOU (occasional events)

Requirements of the Position (minimum and preferred):

- Initiative, punctuality, dependability, discipline, and self-confidence
- Excellent oral and written communication skills
- Ability to motivate and encourage youth to attend college
- Ability to maintain confidentiality
- Ability to work with diverse populations, including being sensitive to the diverse needs, learning styles, and abilities of UB students
- Previous training or work experience with youth, particularly high school youth from diverse backgrounds (preferred)
- Commitment to participate for full academic year (or remainder of academic year depending on start date)
- Ability to work Tuesdays 3:20-4:20 p.m. at Central High School and/or Wednesday 2:30-3:30 p.m. at Dallas High School (Preference may be given to candidates available to work at both schools)
- Current student enrolled in a minimum of six (6) credit hours
- College Sophomore, Junior, or Senior standing is preferred, although qualified Freshman applicants will be considered.
- Remain in good academic and judicial standing at WOU
- Awarded Work-Study (preferred)

Other Requirements of the Position:

- Attend required training at the beginning of each academic term
- Final candidates will be required to pass a criminal background check
- Persons from backgrounds similar to Upward Bound participants are encouraged to apply.

Learning Outcomes & Goals:

- Exhibit exemplary communication skills
- Display strong professionalism/work ethic
- Demonstrate intercultural diversity
- Show interpersonal and teamwork skills

Working Conditions:

- Work site location is off campus (Central and Dallas High Schools)

Western Oregon University is an AA/EOE/Veteran/Disability employer and is committed to fostering diversity in its student body, faculty, and staff. Job Announcements and interview questions will be developed from the information in this job description.

Upward Bound



**Student Tutor/Mentor (General)
Upward Bound (TRIO)**

Full Name: _____

Preferred Pronoun:

- He/Him/His
- She/Her/Hers
- They/Them/Theirs

Current Local Address: _____

Phone: _____ V# _____

Email: _____ Class Standing: _____

Major: _____ Minor: _____ Cumulative GPA: _____

Compensation method (please check all that apply):

- Do you have work-study? Yes No
- Volunteer/Community Service _____
- Class credit _____ (Include name of class and Professor/Instructor _____)
- Other _____

Previous tutoring experience? Yes No

If yes: Organization: _____ Date(s): _____
Describe: _____

Subject area strengths (check all that apply):

Math ~ specifically: _____ English/Language Arts ~ specifically: _____

Science ~ specifically: _____ Social Science ~ specifically: _____

Other: _____

Languages other than English? Yes No

Language(s) _____ Spoken fluency? _____

Written fluency? _____

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Personal Statement:

Briefly describe your academic and career goals, interests (including hobbies) and any special skills or talents. (This information will help us in pairing you with UB students).

References:

Please list at least one academic or professional reference who can speak to your ability to work for our program. Second reference may be a personal reference.

- 1) Name: _____ Relationship: _____
E-mail Address: _____ Phone: _____
- 2) Name: _____ Relationship: _____
E-mail Address: _____ Phone: _____

Attachments & Notes:

- Please attach a copy of your most recent *resume* to this application and submit it to our office located in APSC 501 on the corner of Jackson St. and Monmouth Ave. (See due date on page one)
- A copy of your schedule (any changes to your schedule need to be communicated with the Upward Bound office).
- Questions? Call/Email us at (503) 838-8142 or upwardbound@wou.edu
*Ask for Ileen Huerta-Luna

Please check all that apply for you:

- I am interested in Tuesdays at CHS 3:20-4:20pm
 I am interested in Wednesdays at DHS 2:30-3:30pm
 I am interested in both tutoring sessions.

By submitting an application, you are consenting to have your academic and judicial standing checked by the Upward Bound staff.