



College of Education

Upward Bound

Upward Bound Math & Science

UPWARD BOUND and UPWARD BOUND MATH & SCIENCE Job Description Tutor/Mentor (for High School Students)

Summary of Position

Tutor/Mentors (T/Ms) provide tutorial assistance, motivational support, and academic guidance in various subjects (**Math, Science, English, Foreign Language, History, and Computer Science**) to students in grades 9-12. Tutor/Mentors also provide mentorship to a cohort of students by serving as exemplary role models to ensure student academic, social and emotional growth. Mentors must:

- a) communicate with their mentees during program hours and by telephone and email
- b) be comfortable and establish appropriate boundaries with mentees and their families
- c) aid mentees in completing the program requirements and advising session deliverables denoted in the ELAP (including college applications, scholarship essays, etc.)
- d) prepare daily reports detailing tutoring sessions
- e) co-facilitate town hall gatherings, organize student transitions, and collaborate with the instructional staff during academic enrichment courses and activities
- f) work closely with professional staff to support student development and identify areas of growth
- g) attend training when needed or requested by professional staff

Preferred Qualifications

Completion of one year of college with a minimum of 3.0 Grade Point Average in core subjects (English, Math and Science). Tutorial skills and abilities, good interpersonal skills, sensitivity, and the ability to work with students from diverse backgrounds. Successfully pass background checks.

Nature and scope of responsibilities

- Tutor high school students in appropriate academic disciplines and assist students with high school and program assignments and projects.
- Act as a positive role model, reflecting the appropriate social, academic, interpersonal skills required for high school and college success.
- Prepare tutoring and advising reports upon completion of each tutorial session.
- Develop and maintain professional communication between staff and students.
- Support, encourage, and aid students in all phases of the program.
- Promote staff programming initiatives, conduct research, and suggest engaging supplemental workshops and learning activities for students.
- Attend staff meetings and in-service training workshops.
- Escort a group of students to daily activities and classes and ensure that they exhibit appropriate behavior during programming events and Saturday and summer classes.
- Complete duties as assigned.

NOTE: ALL T/Ms MUST attend college tour lasting up to a week during the sixth week of the Summer Program.

Schedule & Payment

Tutor/Mentors must have work-study and are paid \$10.00/hr. Tutor/Mentors work 10-20 hours per week during the academic year and 40 hours per week during the summer. During the academic year, Tutor/Mentors must be available to work from 3:30PM to 6:00PM between Tuesdays and Fridays and Saturdays from 9:00AM – 1:00PM. During the summer Tutor/Mentors must be available to work 40 hours a week.

For more information, contact the Temple Upward Bound and Upward Bound Math & Science Program Director, Ms. LaToya Winkfield, at upwardbound@temple.edu.