

TUTOR / MENTOR INFORMATION

Upward Bound – Penn State University

Summer 2009



Upward Bound is a federally-funded educational opportunity program designed to prepare eligible students for success in postsecondary education. The program's six-week long summer program is similar to a combination of summer school and summer camp. Nearly 50 students entering grades 10 through 12 at seven select high schools in 2009-10 will share a residence hall on campus and participate in a wide variety of educational, cultural, and social activities. The residential staff consists of one Residential Coordinator and up to six Tutor / Mentors. Additional information about the program is available at <http://www.equity.psu.edu/ub>.

Applicants for Tutor / Mentor (TM) positions should...

- Be classified a **Penn State graduate, junior, senior, or graduate student** after the spring 2009 semester. *Current or previous enrollment at the University Park campus is preferred. Students from other institutions and / or at the sophomore level may be considered, depending on their qualifications and experience.*
- Be in **good academic standing**. *Preference will be given to those with cumulative GPAs of 3.0 or above.*
- Be **available to work during the entire 2009 summer program**. *Because of the intensive nature of the summer component, Tutor / Mentors cannot hold other jobs (except on free weekends) or take classes while employed by Upward Bound.*
- Be able to pass a **criminal background check**.
- Be **available to participate in the entire screening and selection process**:
 - 1) **February 20** – Applications and references are due in the UB office (203 Grange) by **5 p.m.**
 - 2) **Saturday, February 28** – Selected applicants will be invited to attend a **group interview session** from **9 a.m. until noon**. *Those applicants who are selected to attend will receive detailed information by e-mail.*
 - 3) **March 2 to 6** – Selected candidates who participated in the group interview session will be invited for **individual interviews** (*lasting approximately 45 minutes*) with program staff.
 - 4) **Saturday, April 25** – Tutor / Mentors will be invited to attend a Saturday program involving Upward Bound students and their families.
 - 5) **June 7 to 13** – Pre-employment orientation and training will occur.
 - 6) **June 14 to July 25** – Upward Bound's 2009 summer program will occur.

Compensation for the position includes...

- ★ A salary of \$(to be determined), paid in biweekly installments on July 2, July 17, July 31, and August 14, 2009. *Previous TMs might receive a slightly higher salary to compensate for added responsibilities.*
- ★ A private residence hall room, free meals at the dining commons, and admission tickets and meals during student field trips are also provided. *Tutor / Mentors are required to live in the residence hall during the summer program.*

What exactly does the position involve?

- ★ Keeping tabs on your assigned students' classroom performance and homework completion.
- ★ Working with a small group of students to complete an assigned project.
- ★ Planning and leading academic, social, and recreational activities.
- ★ Providing tutoring (*where needed*) and occasionally attending classes with students.
- ★ Working closely with the program's teachers, office staff, and other individuals.
- ★ Chaperoning groups of students as they participate in activities both on and off campus.
- ★ Establishing a supportive, encouraging, and welcoming environment in the residence hall.
- ★ Serving as a role model who exhibits sound judgment, maturity, and common sense.
- ★ Ensuring the well-being and safety of all students and other staff members.
- ★ Enforcing program and University regulations in a consistent and objective manner.
- ★ Monitoring study hours and tutoring sessions for students.
- ★ Attending daily staff meetings.
- ★ Completing program documentation and evaluations by established deadlines.
- ★ Performing regular monitoring duties (desk, meal check in, and sick) as scheduled.
- ★ Assisting with cleanup of the residence hall at the end of the summer program.

To apply...

Complete and return the application form to the Upward Bound office and ensure that two reference forms (attached) are submitted on your behalf by **Friday, February 20**. *Late applications cannot be considered.*

- ☛ **PREVIOUS SUMMER STAFF** should complete and return parts **one** and **four** ONLY to the Upward Bound office no later than **Friday, February 20**. *Reference forms are not required for previous summer staff members.*

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Deadline:
February 20, 2009