

**TRIO Upward Bound Tutor Mentor
PennWest University Clarion
Summer 2023**



Upward Bound is a federally-funded educational opportunity program designed to prepare eligible high school students for future success in college. Approximately thirty students (grades 9-12 and recent graduates – Bridge) attend a six-week academic program participating in educational, cultural, and social activities facilitated by UB staff. Summer 2023 will be live with a residential component.

Qualifications:

- Junior, senior, or graduate status after the Spring 2023 semester.
- Cumulative GPA of 2.6 or above.
- Clear Act 34, Child Abuse, and FBI clearances: copies of clearances are required prior to employment. Complete Mandated Reporting training.
- Adhere to weekly schedules prepared by UB professional staff. Some weekend hours are required.
- Reside with program participants in campus housing.
- Attend the Big Trip which will be July 24-26 and will include overnight travel.
- Attend pre-employment meetings and training sessions:
 - Individual Interview –April 2023
 - UB Campus Day – May 6, 2023
 - Staff training – June 12 - 14, 2023
 - UB Summer Academy Program – June 18 through July 26, 2023
(UB Staff will be off the week of July 4th.)

Compensation:

- \$12 per hour, 40 hours per week, 6 weeks
- Room and board for duration of summer program
- Allowable travel expenses when chaperoning trips
- Allowable travel expenses associated with the Big Trip

Responsibilities:

- Establish a supportive, encouraging, and welcoming environment.
- Serve as a role model and exercise sound judgment, maturity, and common sense in a variety of situations.
- Ensure the well-being of approximately 30 minor students with regard to health, safety, morale, discipline, interpersonal relationships, and academic performance.
- Enforce program and university regulations consistently and objectively.
- Monitor study sessions and classes as needed; provide individual or small group tutoring.

- Plan and implement age-appropriate and budget-conscious educational, social, cultural, and recreational activities in cooperation with UB’s professional staff.
- Work cooperatively with other UB staff members to address students’ academic and interpersonal concerns.
- Serve as mentor for a group of approximately 6-8 students.
- Complete and submit documentation and reports in accordance with established deadlines.

To apply:

Complete and return the application form to the Upward Bound office and ensure that two reference forms (included) are submitted on your behalf on or before **April 20, 2023. Positions will remain open until filled.**

Mailing Address: TRIO Upward Bound
 PennWest University – Clarion
 219 Ralston Hall
 840 Wood Street
 Clarion, PA 16214

E-mail: ccarlson@pennwest.edu

UB Summer Chain of Command

