TRIO Upward Bound Tutor Mentor
Clarion University of Pennsylvania
Summer 2020

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) live in a campus residence hall with Tutor Mentors, and participate in educational, cultural, and social activities facilitated by UB staff.

Qualifications:

- Possess junior, senior, or graduate status after the Spring 2020 semester.
- Hold a cumulative GPA of 2.8 or above.
- Obtain clear Act 34, Child Abuse, and FBI clearances: copies of clearances are required prior to employment. Complete Mandated and Permissive Reporting training.
- Do not plan to enroll in Summer 2020 college coursework during the six week period, or to work another scheduled job/position during the course of the summer program.
- Attend all pre-employment meetings and training sessions:

Individual Interview – March/April
UB Campus Day – April 18, 2020 (Tentative)
2020 UB Summer Academy Program – June 15 through July 24, 2020
(You may be required to arrive earlier for training – date to be determined.)
2020 Student Move-in – June 21, 2020

Compensation:

- Single room and board for duration of summer program
- Salary of approximately $2,500.00
- Travel expenses when chaperoning trips

Responsibilities:

- Establish a supportive, encouraging, and welcoming environment in the residence hall
- 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
- Understand and accept that staff is responsible for the well-being and supervision of students, **including shifts and evening hours in the dormitory**

- Enforce program and university regulations consistently and objectively
- Monitor study sessions and assigned classes; 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
- Prepare for and lead a group of approximately eight students in the completion and demonstration of a group project by a stated deadline
- 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 **March 6, 2020**.

Mailing Address: TRIO Upward Bound
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