

# PROJECT UPWARD BOUND

## **Tutor/Counselor Expectations and Qualifications**

### ***Expectations:***

- Candidates will demonstrate the ability to identify with the social, cultural, economic, and academic barriers experienced by program participants
- Tutor students in area of academic expertise
- Maintain professional relationships w/ students
- Motivate students to aspire to pursue higher education
- Payroll: TCs are expected to complete all pertinent human resources forms, including clearances and training
- Periods of employment: Begins on the first date of training and continues until the official closing of the Upward Bound Program

### ***Qualifications:***

- Minimum junior standing and in good academic and social standing
- Demonstrated leadership ability through active participation in community or campus organizations
- Possess supervisory skills
- Possess strong written, verbal and written communication skills
- Possess reasoning skills relied upon to utilize good judgment for the health and well-being of program participants
- Possess skills to follow through on mandatory paperwork in a timely manner
- Willingness to work full time with no other commitments from Sunday 5PM to Friday 7PM

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## Tutor/Counselor Application

**Please provide a copy of your transcript (unofficial student copy ok) and a résumé.**

**NAME** \_\_\_\_\_ **Email** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**Address** \_\_\_\_\_ **Apt #** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

Citizenship: \_\_\_\_\_ U.S. Citizen \_\_\_\_\_ Native Born \_\_\_\_\_ Naturalized

If not U.S. Citizen – Visa Classification: \_\_\_F-1 \_\_\_H-1 \_\_\_H-2 \_\_\_J-1 \_\_\_PR \_\_\_\_\_ Expiration date

Do you have a current driver's license? \_\_\_Yes \_\_\_\_\_No

Are you currently employed? \_\_\_\_\_Yes \_\_\_\_\_No

If "yes," where are you employed, and what are your hours? \_\_\_\_\_

Do you currently hold an assistantship? \_\_\_\_\_Yes \_\_\_\_\_No

If "yes," in what department? \_\_\_\_\_

What is the end date of the assistantship? \_\_\_\_\_

Are you enrolled in summer classes? \_\_\_\_\_Yes \_\_\_\_\_No

If "yes," what hours/days are you in class? \_\_\_\_\_

What is your major/minor? \_\_\_\_\_

What are your reason(s) for seeking employment as an Upward Bound Tutor/Counselor?

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What courses can you tutor?

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## PROJECT UPWARD BOUND

What activities can you instruct?

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What type(s) of counseling experience have you had, where, and for how long?

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Are you familiar with the types of students you will be working with?

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What experience do you have working with students?

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Are you available for residence hall summer employment? (i.e. staying overnight in the dorms?)      ☐ Yes      ☐ No

Person to notify in case of an emergency:

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

# PROJECT UPWARD BOUND

Tutor-Counselor Responsibilities	
Sunday	
Time of Day	Responsibilities
6:00 - 9:00 p.m.	Assigned Tutor-Counselors will ride bus and drive automobiles at designated times to pick up students. Each Counselor will distribute students' keys.
10:00 p.m.	Ensure that males and females are on their respective floors.
10:30 p.m.	Ensure that all students are in their rooms.
11:00 p.m.	Ensure that all students' lights are off.
10:30-11:00	Weekly Tutor-Counselor meeting: <ul style="list-style-type: none"> <li>• Turn in previous week's counseling notes</li> <li>• Discuss previous week's issues</li> <li>• Discuss upcoming week's events/activities</li> </ul>
Monday - Thursday	
Time of Day	Responsibilities
6:00 - 7:00 a.m.	Ensure that all students are awake and preparing for breakfast.
7:00 - 7:15 a.m.	<b>T/Cs MUST escort students to Student Center Food Court for breakfast.</b>
7:15 - 7:50 a.m.	Eat breakfast and supervise students during this time. Check Student Center to ensure that all students have left the building early enough to make it to 8:00 a.m. class.
8:00 - 11:50 a.m.	Students in class.
11:50a - 12:50 p.m.	<b>T/Cs MUST escort students to Student Center Food Court for lunch. Eat lunch at Student Center Food Court and supervise students during this time.</b> Gather students from game room/TV lounge and escort to afternoon Activity classes.
1:00 - 4:00 p.m.	Supplemental Instruction
4:00 - 4:50 p.m.	Choir/Modeling/Dance Miscellaneous Items: <ul style="list-style-type: none"> <li>• Dorm supervision</li> <li>• Sign up students for Recreation Center/Student Center</li> </ul>
4:50 - 5:00 p.m.	<b>T/Cs MUST escort students to Student Center Food Court for dinner.</b>
5:00 - 5:45 p.m.	Eat dinner and supervise students during this time.
5:45 - 6:00 p.m.	Gather students from game room/TV lounge and escort signed-up students to Recreation Center
	<i>Important Note:</i> There <b>must</b> be at least 1 Tutor/Counselor for every 8 students attending the Recreation Center
6:00 - 7:30 p.m.	Supervise students at the Recreation Center
7:30 - 7:45 p.m.	Escort students back to dorms for study hours. Must depart no later than 7:30 p.m.
8:00 - 10:00 p.m.	<b>Study Hours.</b> Make self available to students during these hours. Assist students with homework in academic courses. Note: There is no game playing allowed by students during this time period with this exception: <b>Students must have all homework checked by their respective Tutor-Counselor for completion before game playing is allowed--then it is only in their own room with their curtains open.</b>
10:00 p.m.	Ensure that males and females are on their respective floors.
10:30 p.m.	Ensure that all students are in their rooms.
11:00 p.m.	Ensure that all students' lights are off.
FRIDAY	
Time of Day	Responsibilities
6:00 - 7:00 a.m.	Ensure that all students are awake and preparing for breakfast.
7:00 - 7:15 a.m.	T/Cs <b>MUST</b> escort students to Student Center Food Court for breakfast.
8:00 - 11:50 a.m.	Students in class.
11:50a - 12:50 p.m.	T/Cs <b>MUST</b> escort students to Student Center Food Court for lunch. Eat lunch at Student Center Food Court and supervise students during this time.
12:50 - 1:00 p.m.	Gather students from game room/TV lounge and escort to dormitory or p.m. activity.

## PROJECT UPWARD BOUND

1:00 - 2:30 p.m.	Supplemental Instruction (Choir/Modeling/Dance)
2:30 p.m.	Students return to dormitory.
2:45 - 3:50 p.m.	Clean up time at dormitory for students. Supervise students in dorm during this time
3:00 - 3:50 p.m.	Miscellaneous items: Deal with any disciplinary issues, etc.
4:00 - 7:00 p.m.	Assigned Tutor-Counselors will ride bus and drive automobiles to transport students home.