

PROJECT UPWARD BOUND

Tutor/Counselor Expectations and Qualifications

Expectations:

- Living in residence halls and supervising high school students
- Organizing and implementing activities
- Enforcing rules and regulations
- Assisting students with academic and personal growth in preparation for college
- Role modeling

Qualifications:

- Completion of at least sophomore year of college
- Major in education, social work, psychology, human service field or related areas
- Leadership skills and ability to be a positive role model
- Ability to work as a team player and independently
- Good verbal communication skills
- Ability to demonstrate initiative academic success in college (~2.5 GPA)
- Willingness to work full time with no other commitments from Sunday 5PM to Friday 7PM
- Ability to relate to (or previous experience working with) teens from lower-income, rural environments

PROJECT UPWARD BOUND

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?

What courses can you tutor?

PROJECT UPWARD BOUND

What activities can you instruct?

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

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

What experience do you have working with students?

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	
<i>Time of Day</i>	<i>Responsibilities</i>
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"> • Turn in previous week's counseling notes • Discuss previous week's issues • Discuss upcoming week's events/activities
Monday - Thursday	
<i>Time of Day</i>	<i>Responsibilities</i>
6:00 - 7:00 a.m.	Ensure that all students are awake and preparing for breakfast.
7:00 - 7:15 a.m.	T/Cs MUST escort students to Student Center Food Court for breakfast.
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.	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. 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"> • Dorm supervision • Sign up students for Recreation Center/Student Center
4:50 - 5:00 p.m.	T/Cs MUST escort students to Student Center Food Court for dinner.
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 must 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.	Study Hours. Make self available to students during these hours. Assist students with homework in academic courses. <i>Note:</i> There is no game playing allowed by students during this time period with this exception: 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.
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	
<i>Time of Day</i>	<i>Responsibilities</i>
6:00 - 7:00 a.m.	Ensure that all students are awake and preparing for breakfast.
7:00 - 7:15 a.m.	T/Cs MUST 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 MUST 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.