

Harvey Mudd College Upward Bound Program

Tutor Information

Overview

- **Saturday tutorial sessions** take place at the Harvey Mudd College campus from 8:00-10:45 am. As a tutor, you will be assigned two to three students to tutor/mentor for the entire semester in all academic subject areas. Based on how comfortable you are tutoring in each subject, we will find the right students for you to work with throughout the semester. This session requires effective time management skills to allow tutors to address the needs and concerns of each student in their group in the limited time allotted.
- **Wednesday and Thursday study hall sessions** take place at one of five high schools weekly from 3:00 – 5:00 pm, however tutors are paid from 2:15 – 6:00 pm to account for transportation time. UB provides and pays for the entire time. During these sessions, a tutoring team will be put together that has strengths represented for all of the student's academic needs. These sessions require a more proactive approach since tutors are not assigned a specific group of students.
- Tutors can choose to work only Wednesdays, Thursdays, Saturdays **OR** any combination of days as long as a semester long commitment can be made at the start of the semester. Tutors are provided with a Google calendar to plan their semester accordingly.
- Tutors will work with students in specific subject areas depending on strength(s): math, science, English, foreign language, social sciences. WE ARE NOT looking for teachers, but instead seek student peers who will work through material with students in a way that promotes the student's independent learning. Our most effective tutors are not necessarily those who know the answers to every question, but those who can help students find the answers and learn the material themselves.

Tutor Priorities

- Tutors work with students to improve grades in specific subject areas (students aim to have A's and B's) and prepare students for college. This is done by:
 - Developing college level academic skills (esp. reading, writing, and basic math/science)
 - Reinforcing basic academic skills
 - Helping the student document their grades, schoolwork & maintain a good organizational system
 - Providing academic tutoring support as needed
 - Incorporating SAT, AP and other standardized test prep

Tutor Support

- Upward Bound provides two to four hours of (paid) mandatory training at the beginning of the semester. These sessions provide strategies to help tutors learn more about program goals and develop effective strategies. Orientation & tutor training is held at Harvey Mudd's Shanahan Center for Teaching and Learning. Additionally, electronic follow up training will take place throughout the semester.
- An e-mail list server is available to all tutors and staff to communicate ideas and concerns via the Internet. Tutors sign up at time of hire to start an on-going dialogue right away.
- Our coordinators are available anytime to meet with a tutor at the Upward Bound office to discuss a student or help a tutor prepare for tutorial sessions.

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TUTOR JOB DESCRIPTION

Join our tutoring team to support & motivate dedicated high school students from the San Gabriel Valley.

All those interested in volunteering (Pomona excluded) are encouraged to apply to become one of 60 valued tutors the program utilizes each semester. Applications from 5C students with available *student work/work-study allotment funds only* are also welcome. This position is considered on-campus for HMC & off-campus for the other 5C campuses. Please visit our website for more information before calling to schedule an interview:
www.hmc.edu/upwardbound

BASIC FUNCTION

- Facilitate the student's organizational, problem-solving & communication skills development
- Incorporate study skill development & time management techniques into every session
- Assist students in identifying & realizing their academic potential through effective planning
- Provide (& maintain) an atmosphere conducive to learning
- Provide thoughtful, unique & thorough written evaluations of student at the end of every session
- Immediately inform UB coordinators of any academic/disciplinary issues that you become aware of
- Commit to one complete semester, if hired

PREFERRED QUALIFICATIONS

- Ability to communicate effectively with HS students; including the willingness & patience to explain academic material to a variety of learning types and to provide constructive feedback and support
- Advanced knowledge of academic study skill strategies
- Sensitivity, understanding & respect for the needs of economically/academically disadvantaged communities & underserved student populations
- Ability to establish and maintain working relationship with program students and staff

HOURS/RATE

Choose one of the following sessions or any combination, paid \$9.00 - \$9.75 depending on 5C rate:

- Tutor 2-3 students during three Saturday morning sessions per month at HMC in multiple academic subjects, 8am -10:45am
- Join a tutoring team comprised of 5C students traveling to a local high school Wednesday or Thursday afternoons, transportation provided & paid. Must be available for entire shift (on desired day) leaving HMC or Pomona between 2:00 - 2:30 and returning to Claremont at 6pm

NO EXPERIENCE REQUIRED

Upward Bound mandatory training for all new UB tutors is available at the start of each semester.