



Upward Bound Tutor

POSITION SUMMARY

Join our tutoring team to support & motivate dedicated high school students from the San Gabriel Valley. Only students with available Federal Workstudy allotment funds are welcome to apply. Please visit our website for more information before calling to schedule an interview:
www.hmc.edu/upwardbound

- 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.

DUTIES AND RESPONSIBILITIES

- 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 of which you become aware
- 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



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- 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

PHYSICAL REQUIREMENTS

While performing the duties of this job, the staff member is regularly required to sit; stand use hands and fingers and talk or hear. The employee is occasionally required to reach with hands and arms. The individual must regularly lift and/or carry up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hours:

Choose one of the following sessions or any combination, paid \$15 per hour:

- 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 2:15 - 2:30 and returning to Claremont at 6pm

Classification:

Only students receiving Federal Workstudy are eligible to apply

Reporting:

Reports to the **Program Assistant Director: Alfredo Rodriguez. alrodriguez@hmc.edu**

This job description defines the essential job duties of the position. Harvey Mudd College expects that employees hired for this position can perform the essential functions of the job without imposing risk of substantial harm to the health or safety of themselves or others. It may also include marginal functions, generally defined within Title I of the Americans with Disabilities Act.

Regular employment at the College is for no specified period of time; conditions and status of employment (hours, pay, title, duties, etc.) are subject to change at any time. Employment is at-will and employees, and likewise the College, are free to end the employment relationship at any time, for any reason, with or without notice or cause, unless otherwise prohibited by law.

September 2022