



UNIVERSITY OF MARYLAND

PRE-COLLEGE PROGRAMS IN UNDERGRADUATE STUDIES

Upward Bound

Upward Bound Math & Science

LIFT

John S. Toll Physics Building, Suite #4111

College Park, Maryland 20742-8515

301.405.6776 TEL 301.314.9155 FAX

www.precollege.umd.edu

Office: Pre-College Programs

Position Description: Tutor

Deadline: For best consideration, apply no later **Tuesday, September 5, 2017.**

General Description: Tutors are responsible for providing individual and/or group tutoring to high school students enrolled in Upward Bound and Upward Bound Math-Science. Tutors not only aim to increase students' understanding of the subject matter, but also engage students in meta-learning (learning how to learn) and encourage the development of effective learning and study strategies to meet their academic needs. Pre-College Programs' tutors also serve as positive role models for students by displaying appropriate conduct at all times, maintaining an encouraging and supportive attitude, and displaying passion and commitment for their work.

Qualifications:

- College junior or senior or college graduate with a GPA 3.0 or above
- Experience working with youth through tutoring, community service projects, and/or summer camps and other related activities
- Demonstrated ability to serve as facilitator of positive social interaction and encourage students' participation in all aspects of program

Skills Required:

- Knowledge and competence in subject matter and ability to explain concepts to others effectively
- Effectively communicate learning and study strategies to encourage academic success
- Ability to work with students from diverse backgrounds with varied skill levels
- High level of professionalism – responsibility, reliability, and punctuality

Job Responsibilities

Upward Bound/Upward Bound Math & Science

- Provide academic tutoring (individual and small group) to high school students on Saturdays
- Support professional lecturers' instruction during Saturday Academy classes
- Be available to tutor high school students at minimum one (1) day per week on UMD campus (either Tuesday, Wednesday, Thursday afternoons/evenings)
- Participate in tutor training sessions, team meetings, and additional workshops as arranged
- Respond to tutor requests within 48 hours; effectively organize and manage tutoring schedule to ensure that student needs are met
- Be prompt and available for all contracted time commitments
- Maintain up-to-date records of tutoring contacts and submit records as directed
- Assist with additional duties as needed, e.g., providing reception desk coverage, assisting with student/parent Orientation, organizing materials

Compensation:

- Juniors & seniors \$9.25-\$10.25/hour
- College graduates and graduate students \$10.50-\$11.50/hour



UNIVERSITY OF MARYLAND

PRE-COLLEGE PROGRAMS IN UNDERGRADUATE STUDIES

Upward Bound

Upward Bound Math & Science

LIFT

John S. Toll Physics Building, Suite #4111
College Park, Maryland 20742-8515
301.405.6776 TEL 301.314.9155 FAX
www.precollege.umd.edu

Upward Bound & Upward Bound Math-Science Tutor Schedule

Saturday Work Hours: 8:30 a.m. – 2:30 p.m.

8:30 – Sign-in/Check Mailbox

9:00 – Periods 1-4 – Each tutor assigned to teacher/class and/or study hall

1:00 – General Assembly – Students, Tutors, Lecturers, Program Staff

1:30 – 2:30 – Extended Day Tutoring; tutoring appointments and/or walk-ins

Weekdays (times TBD based on availability)

Saturday Academy fall semester begins late September and ends mid-December; spring semester begins late January and ends mid-May.

Saturday Academy dates will be confirmed and announced in August at www.precollege.umd.edu. Tutor training will occur the Saturday prior to our first Saturday Academy date.