2018 UPWARD BOUND SUMMER TUTOR-COUNSELOR POSITION ANNOUNCEMENT

TITLE: Tutor-Counselor

CLASSIFICATION: Full-time/Summer Position/Student/Non-Exempt Contingent I

SALARY RANGE: $2,500 stipend plus room and board (valued at $2,200)

EMPLOYMENT DATES: June 17 – July 27, 2018 (Full-time)
Mandatory training will be held the week of June 11, 2018

DESCRIPTION/RESPONSIBILITIES:
The Pre-College Programs is seeking committed, talented, high-energy candidates to join the team of our summer residential program staff. Successful candidates will assume supervisory responsibility over a group of high school students and serve as role models for responsible behavior and personal integrity.

Specific responsibilities will include: Supervising and living in residence with a multi-ethnic student population; establishing and maintain a positive, productive and harmonious living environment for students throughout an intensive six-week summer program; holding weekly discussion sessions with groups of assigned students; completing night duties as assigned; assisting in chaperoning of field trips; leading recreational activities; enforcing student curfew and monitoring class attendance; assisting instructors in the classroom; conducting tutoring sessions; assisting with meal counts and compliance; attending summer staff training, staff meetings and student assemblies; attending student orientation; and submitting written evaluations of participants and summer program as directed.

QUALIFICATIONS:
Graduate students, Undergraduate juniors, seniors or recent college graduates with above average academic record. Experience with and sensitivity to high school students of culturally and ethnically diverse backgrounds. ALL CANDIDATES MUST SUBMIT TO A BACKGROUND CHECK.

APPLICATION: For fullest consideration, please email/mail/fax application (application form found at www.precollege.umd.edu), resume, college transcripts (unofficial), and three references by May 4, 2018 to: Pre-College Programs Summer Staff Search Committee, 4111 John S. Toll Physics Bldg., College Park, MD 20742 pcpsummerjobs@umd.edu; Fax: 301-314-9155

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