

CREIGHTON UNIVERSITY
DEPARTMENT OF EDUCATIONAL OPPORTUNITY PROGRAMS

**UPWARD BOUND PROGRAMS
CLASSIC UPWARD BOUND**

ACADEMIC MENTOR/TUTOR COORDINATOR JOB DESCRIPTION

QUALIFICATIONS:

The Upward Bound Academic Mentor/Tutor Coordinator must have a minimum of one year postsecondary academics and must demonstrate a mastery of the subject area(s) which he or she is designated to tutor. The Academic Mentor/Tutor Coordinator must have a cumulative grade point average of 2.5 or above. It is required that he/she exhibits sensitivity toward Upward Bound clientele. It is preferred that the coordinator have experience in teaching, peer tutoring, mentoring, and leadership.

PRIMARY FUNCTION

To supervise tutor/mentors; maintain documents, and when necessary tutor students in a variety of academic subjects, including study skills; and to mentor students in the areas of academics and college preparation.

SUBJECTS TUTORED

The Upward Bound programs offer tutoring in most high school subjects.

SALARY

\$7.00 TO \$9.00 based on education and experience.

HOURS

Mondays through Thursdays from 2:45PM to 6:15PM.

CONTACT

Upward Bound offices at 280-2958 or apply in Markoe Hall Room 203.

DUTIES AND RESPONSIBILITIES

General Responsibilities

1. Attend all meetings and training sessions.
2. Be prompt for each tutoring session
3. Model effective and responsible behaviors for students and tutor/mentors.
4. Stop by The Upward Bound Office in Markoe Hall twice a week to check mail box, file Tutorial Log of Student Time Progress forms, deliver timesheets bi-weekly, create folders for new students, pick-up and deliver sign-in sheets, deliver Tutorial Contact Sheets once a month).
5. Informing professional staff of dates in which tutor/mentors will be absent or late.
6. Be familiar with and follow all record keeping procedures accurately and completely.
7. Inform professional staff members as soon as possible to discuss any problems, questions, or concerns as they arise during the working relationship.

Responsibilities to Tutor/Mentors

8. Communicating what you want the tutor/mentor(s) to do during each session.
9. Clarifying what you expect from the tutor/mentor(s)-Assist one time after the initial outlining of expectations if he or she is failing to live up to your expectations.
10. Observe participant tutoring sessions occasionally to guarantee quality control.
11. Provide individual or group tutoring, including study skills, and mentor participants in the areas of academic and college preparation.

Responsibilities to Program Participants

12. Establish a positive rapport with students that is conducive to learning.
13. Develop a professional, honest, caring, and comfortable relationship with clients.
14. Discipline participants. Dismiss any program participant for improper conduct.
15. Reporting improper program participant behavior (See Handbook).
16. Maintain confidentiality, and report any allegations of child abuse to professional staff members.

Administrative Duties

17. Maintain tutoring files (class schedules, grades, remove and replace Tutorial Contact Sheets, supplies, forms, etc.).
18. Complete two tutor/mentor evaluations per semester.
19. Verifying tutor/mentor work hours.
20. Be responsible for keeping up-to-date records of time spent with students.
21. Maintain Time Sheets.
22. Calculate and summarize time earned weekly on the participants' "Tutorial Contact Sheet" and submit the data for stipends.