UPWARD BOUND
COLORADO STATE UNIVERSITY

Access Center

College Access

Upward Bound '77 Tutor Counselor (TC)

The Upward Bound program at Colorado State University is sponsored by the U.S. Department of Education. The program is designed to help participants generate the academic skills and motivation necessary for success in post-secondary education. Participants are talented high school students who come from limited-income backgrounds where neither parent has earned a bachelor's degree. These students may be disadvantaged by socio-economic systems and inequitable educational opportunity.

For eight weeks, Upward Bound provides an intensive online summer program. Approximately 60 participants will receive: (1) instruction in composition, literature, world languages, mathematics, ACT/SAT Preparation and laboratory science, (2) advising in the areas of educational and career opportunities, and (3) exposure to enrichment activities designed to promote personal and social growth.

The ***Tutor Counselor*** (TC) is an Upward Bound staff member within the College Access of the Access Center. The TC assists in supporting the Access Center Mission: "consistent with Colorado State University's land grant mission to make education accessible to all persons and groups, the Access Center develops the talents of those who have been historically underrepresented in postsecondary education (first generation, low-income, ethnically and racially diverse, and non-traditionally aged). We provide quality services to communities, individuals and institutions resulting in student success and exemplary programs guided by an ethic of community and project accountability."

Responsibilities

The Tutor Counselor is responsible for implementing online Upward Bound summer program activities and supporting with academic curriculum delivery with the support of full-time staff. The TC's primary role is to facilitate the creation of a positive virtual learning environment which supports Upward Bound student's academic and personal success. In order for this environment to develop, TCs must make significant connections with the student participants through one-on-one meetings, online group activities, and online tutoring. Additionally, TC's are responsible for holding all students accountable to the virtual behavior policy and program expectations.

Tutor Counselors will interact with Upward Bound students to promote educational aspiration and performance; supervise students online through academic and community spaces; lead small group activities, including planning and facilitating educational, cultural, and recreational events; handle routine discipline problems; provide tutoring and advising to individuals and groups of students; and promote a community of mutual respect and trust.

Conditions of Employment

1. TCs must have completed at least 2 years of full time coursework in a post-secondary institution
2. TCs must be in good academic standing with the University; a cumulative GPA of 2.25 is preferred
3. Strong candidates demonstrate experience supervising youth (high school age preferred)
4. Experience in leading/facilitating small groups and tutoring is preferred.

5. TCs must be available to participate in online training modules available **May 1, 2021**, synchronous online training from **May 31 – June 4, 2021** and the online summer curriculum from (**June 14, 2021 through August 6, 2021**)
6. TCs must be willing to support teaching staff in tutoring, grading and lesson implementation.

Important Summer Program Dates

- Upward Bound Summer Program
  June 14, 2021 – August 6, 2021

- Mandatory Summer Staff Training
  All Staff: May 31, 2021 - June 4, 2021

- Additional Mandatory Training for Residence Hall Staff:
  June 8-9, 2021

Payment

Tutor Counselors are expected to work a minimum of 20 hours a week and will be compensated based on supervisor approval at $15/hr, not to exceed a total of 30 hours a week.

To Apply

Applications and information are available at the Access Center website at http://accesscenter.colostate.edu/. Applications will be accepted and considered until all positions are filled. To ensure full consideration, a **complete application** and **current resume** must be submitted **online at https://accesscenter.colostate.edu by following the "Open Positions" tab**. The Upward Bound priority deadline for application submission is Wednesday, February 10, 2021. Candidates selected for interviews will be notified by February 17, 2021.

Any questions regarding this position may be directed to:
Sean Jaster, sean.jaster@colostate.edu (cell: 303.550.1026)

CSU is an EO/EA/AA employer.

Colorado State University conducts background checks on all final candidates, and all applicants must be 18 or older at time of background check to be considered for a position.