

The Access Center
College Access Unit
Upward Bound77 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 low-income backgrounds where neither parent has earned a bachelor's degree. These students may be at a disadvantage by reason of socio-economic circumstance or inadequate school preparation.

For six weeks, Upward Bound provides an intensive summer residential program on the Colorado State University campus. Approximately 50 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 a live-in Upward Bound staff member within the College Access Unit 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). By utilizing effective practices, 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 supervising Upward Bound students with the support of full-time staff. The TC's primary role is to facilitate the creation of a positive residence hall 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, hold all students accountable to the behavior policy, and facilitate group initiatives to build community.

Position Responsibilities

Must live in the residence hall with Upward Bound students to promote educational aspiration and performance; supervise students' free time; lead small groups, including planning and facilitating educational, cultural, and recreational events; handle routine discipline problems; provide tutoring and advising to individuals and groups of students; assist in monitoring the Food and Nutrition Program; 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 GPA of 2.5 is preferred.
3. TCs must have experience supervising youth (high school age preferred)

4. Experience in leading/facilitating small groups and tutoring is preferred.
5. TCs must live in the residence hall while student participants are on campus (**June 10, 2023 through July 21, 2023**) – weekends optional
6. TCs must be available for daily evening meetings, typically held Sundays through Thursdays from 11:00pm -12:00am.
7. TCs may not take classes or hold other employment during the UB Summer Program unless approved by Director of College Access Unit.
8. Remuneration is a single room with board while program is in session, including 14 meals/week during the employment period.

Important Summer Program Dates

- Upward Bound Summer Program
June 10 – July 21, 2023
- Mandatory Summer Staff Training
All Staff: June 5 - 8, 2023
- Additional Mandatory Training for Residence Hall Staff Only:
June 9, 2023

NOTE: Due to the ever changing nature of the global pandemic, there is always a possibility that we would need to adjust to an online or hybrid schedule (mirroring these dates) and format. We will be in contact with candidates as quickly and transparently as possible if a decision to move the summer program online is made.

Remuneration is residential room with board while program is in session, including meals during the employment period as well as all activity fees. Tutor Counselors are expected to work a minimum of 20 hours a week with this remuneration. Additional wages may be compensated based on approval at \$15/hr, and not to exceed a total of 40 hours a week. Tutor Counselors intending to hold additional summer employment positions must notify Lucia Delgado, Director of College Access first as it may impact summer wages.

To Apply:

Applications will be considered until 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**. Applications will be accepted until positions are full. Priority deadline for applicant review is February 13, 2023.

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

Colorado State University may conduct background checks on final candidates. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history. Employee benefits information can be found on HR's Website at <https://hr.colostate.edu/current-employees/benefits/>.