

The Access Center
College Access Unit
Upward Bound 17 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, hands-on summer program. The Upward Bound 17 program is a combined non-residential and residential program. The summer takes place both in Denver at the CSU SPUR campus and on the Colorado State University campus in Fort Collins, CO. Approximately 25 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 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 create a positive campus and residence hall environment supporting Upward Bound students' academic and personal success. For this environment to develop, TCs must make significant connections with the student participants, hold all students accountable to the behavior guidelines, and facilitate group initiatives to build community.

Position Responsibilities

Must be available to work in both the Denver area (non-residential) and in Fort Collins (residential), 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. Returning staff members, it is encouraged to immerse themselves in more leadership opportunities (facilitating team meetings, helping and supporting new staff).

Conditions of Employment

NOTE: UB17 is both a non-residential and a residential program. TC's hired for UB17 must be available for the full 6-weeks and during all the components.

1. TCs must have 1 year experience working with an Access Center College Access Program or related program (pre-collegiate, Upward Bound, Educational Talent Search, Summer Bridge).
2. TCs must have completed at least 2 years of full time coursework in a post-secondary institution
3. TCs must be in good academic standing with the University; a GPA of 2.5 is preferred.
4. TCs must have experience supervising youth (high school age preferred)
5. Experience in leading/facilitating small groups and tutoring is preferred.

6. TCs must be available to work during the non-residential weeks in Denver at CSU SPUR (**June 10-21 and July 8-17**)
7. TCs must live in the residence hall while students are in Fort Collins at CSU (**June 23-July 3**)
8. TCs must be available for daily meetings
9. TCs may not take classes or hold other employment during the UB Summer Program unless approved by Director of The Access Center

Remuneration is a residential room with board while residential programming is in session, including meals during the employment period as well as all activity fees. During the residential weeks, 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-\$17/hr, and not to exceed a total of 40 hours a week. Tutor Counselors intending to hold additional summer employment positions must notify Director first as it may impact summer wages.

Important Summer Program Dates

- **Mandatory Summer Staff Training**
All Staff: Tentatively held for June 3-5, 2024
- **Additional Training for Residence Hall Staff:**
Tentatively held for June 6-7, 2024
- **Upward Bound Summer Program**
June 10-21, 2024 (non-residential at CSU Spur Denver)
June 23-July 3, 2024 (residential at CSU Fort Collins)
July 8-17, 2024 (non-residential at CSU Spur Denver)

To Apply:

Applications and information are available at the Access Center website at <http://accesscenter.colostate.edu/about-us/open-positions/> 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 the link above by February 14th by 11:59 pm.**

Questions specific to UB17 Tutor Counselor position can be directed to:

Susana Ruvalcaba
Susana.Ruvalcaba@colostate.edu
970-491-3586

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 the time of background check to be considered for a position.