

The Access Center
College Access Unit
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 low-income backgrounds where neither parent has earned a bachelor's degree. These students face systemic disadvantages by reason of socio-economic circumstances, lack of educational access and other barriers.

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 Upward Bound Tutor Counselor is a part-time staff member within the College Access Unit of the Access Center. Tutor Counselors support student participants in academics, supervise students outside of class, facilitate tutoring and activities, and assist 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 during the residential summer program. The TC's primary role is to create a positive residence hall environment supporting Upward Bound student's 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

All Tutor Counselors must live in the assigned 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; and promote a community of mutual respect and trust.

Conditions of Employment

1. TCs should 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 should demonstrate 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 9, 2024, through July 19, 2024**) – most weekends are 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 the Director of the College Access Unit, Lucia Delgado.
8. Remuneration is a single room with board while program is in session, including approximately 14 meals/week during the employment period.

Important Summer Program Dates

- **Mandatory Summer Staff Training**
All Staff: June 3 – 7, 2024
- **Upward Bound Summer Program**
June 9 – July 20, 2024

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 or hybrid 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 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.**

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.