The Access Center

College Access Unit

Upward Bound 17 Tutor Counselor (TC)

The Upward Bound Math/Science (UBMS) 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, 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."

Position Responsibilities

The Tutor Counselor is responsible for supervising Upward Bound students with the support of full-time staff during the residential and non-residential components of the summer program. The TC's primary role is to facilitate the creation of a positive campus and residence hall environment that supports Upward Bound students' 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 guidelines, and facilitate group initiatives to build community.

All Tutor Counselors 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. For returning staff members, it is encouraged to immerse in more leadership opportunities (facilitating team meetings, helping, and supporting new staff).

Conditions of Employment

NOTE: UB17 is both a non-residential (CSU SPUR campus) and a residential program (CSU Fort Collins campus). TC's hired for UB17 must be available for the full 6 weeks in addition to staff training. Applicants must be available for daily staff meetings and may not take classes or hold other employment during the UB Summer Program unless approved by the Director of Upward Bound Programs.

Required Qualifications

- Applicants must be in good academic standing with their enrolling University; a GPA of 2.5 is preferred.
- Applicants must have experience supervising youth (high school age preferred)

Preferred Qualifications

- Experience in leading/facilitating small groups

- Experience tutoring high school students in language arts, math, science, and/or world languages
- Have completed at least 2 years of full-time coursework in a post-secondary institution
- Previous experience (at least 1 year) in working with students of diverse backgrounds in a pre-collegiate setting

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 week, Tutor Counselors are expected to work a minimum of 20 hours a week for 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 the Director of Upward Bound first, as it may impact summer wages.

Important Summer Program Dates

- Mandatory Summer Staff Training
  All Staff: Tentatively held for June 2-6, 2025

- Upward Bound Summer Program
  June 8-13, 2025 (residential at CSU Fort Collins)
  June 16- July 16, 2025 (non-residential at CSU Spur Denver)

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

Sean Jaster
Sean.Jaster@colostate.edu
970-491-3586

To Apply:

Applications and information are available at The Access Center website at **http://accesscenter.colostate.edu/.** Applications will be considered until positions are filled. To ensure full consideration, a **complete application** and **current resume** must be submitted. Applications will be accepted until positions are filled. **The priority deadline for this position is February 10, 2026, by 11:59 pm.**

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 the background check to be considered for a position.