Upward Bound
2013-2014 Academic Year Tutors

The University of Massachusetts Boston TRiO Upward Bound Program is an intensive, year-round college-preparatory program. Our mission is to assist low-income, first-generation college bound high school students in successful completion of secondary education and prepare them academically and socially for enrollment and completion of higher education. Tutors help to meet these program objectives by assisting teachers during classes, leading structured study hall and providing support during drop in study hall periods.

Dates: Orientation: 9/25 4:00pm-6:00pm  
Late September-Mid-December  
Possibility to continue in the Spring  
Semester based on performance.

Hours: Hours are based on program needs and tutor availability. Tutors are needed from 3-7pm Monday-Thursday and on select Fridays and Saturdays.

Duties and Responsibilities:
• Participate in staff orientation meeting. Full participation is a condition of employment.
• Supervise and assist students during daily study hall periods.
• Attend all assigned classes and assist the instructor in the classroom as needed.
• Coordinate and implement study sessions and reading groups during daily study hall.
• Complete weekly check-ins with a caseload of advisory students.
• Attend staff and community meetings.
• Complete necessary evaluation forms distributed by administrators.
• Assist in event set-up and clean up throughout the semester.
• Communicate daily with staff members, administrative staff, students, and parents/guardians.
• Enforce Upward Bound rules and regulations.
• Assist with light office work and phone homes of students to make announcements.
• Carry out any other duties as assigned by the staff.

Qualifications:
• Matriculating college students (juniors, seniors and graduate students preferred) with some tutoring/counseling experience working with low-income and/or culturally diverse students.
• Demonstrated sensitivity to the needs of high school students.
• Must have excellent English, math, science or Spanish skills.
• Ability to tutor students in at least one of the following subject areas: mathematics, science, computer science, or world languages.
• Must be highly energetic.

How to Apply:
Please fill out the application found at upwardbound.umb.edu and submit it with the contact information for 3 references and a resume. Please email all application materials to upward.bound@umb.edu.

For more information, contact us at 617-287-5847 or upward.bound@umb.edu