



**Pre-College Programs
Office of Undergraduate Studies**

2017 UPWARD BOUND SUMMER TUTOR-COUNSELOR POSITION ANNOUNCEMENT

- TITLE:** Tutor-Counselor
- CLASSIFICATION:** Full Time/ Contingent I/ Summer Position
- SALARY RANGE:** \$2,500 stipend plus room and board (valued at \$2,000)
- EMPLOYMENT DATES:** June 18 – July 28, 2017 (Full-time)
Student Orientation and Training is mandatory and will be held during the week of June 12, 2017.
- INTERVIEW:** Select candidates will be invited to a group interview in May 2017.
- DESCRIPTION/
RESPONSIBILITIES:** The Pre-College Programs is seeking committed, talented, high-energy candidates to join the team of our summer residential program staff. Successful candidates will assume supervisory responsibility over a group of high school students and serve as role models for responsible behavior and personal integrity.
- Specific responsibilities will include: Supervising and living in residence with a multi-ethnic student population; establishing and maintaining a positive, productive and harmonious living environment for students throughout an intensive six-week summer program; holding weekly discussion sessions with groups of assigned students; serving as a liaison between the professional counselors and students; completing night duties as assigned; assisting in chaperoning field trips; leading recreational activities; enforcing student curfew and monitoring class attendance; assisting instructors in the classroom; conducting tutoring sessions; attending staff development activities, weekly staff meetings, and student assemblies; preparing and submitting written evaluations of participants and summer program as directed.
- QUALIFICATIONS:** Graduate students, Undergraduate juniors, seniors or recent college graduates with above average academic records. Experience with and sensitivity to high school students of culturally and ethnically diverse backgrounds. ALL CANDIDATES MUST SUBMIT TO A BACKGROUND CHECK.
- APPLICATION:** For fullest consideration, please mail/email/fax application (application form found at www.precollege.umd.edu), résumé, current college transcript and three letters of recommendation **by April 3, 2017** to:
- Pre-College Programs Summer Staff Search Committee,
University of Maryland, Pre-College Programs in Undergraduate Studies,
4111 Toll Physics Bldg, College Park, Maryland 20742
pcpsummerjobs@umd.edu; Fax: 301.314.9155**

Visit www.precollege.umd.edu for additional information. Questions/inquiries: pcpsummerjobs@umd.edu.