



# UNIVERSITY OF MARYLAND

PRE-COLLEGE PROGRAMS IN UNDERGRADUATE STUDIES  
*Upward Bound*  
*Upward Bound Math & Science*  
*LIFT*

John S. Toll Physics Building, Suite #4111  
College Park, Maryland 20742-8515  
301.405.6776 TEL 301.314.9155 FAX  
www.precollege.umd.edu

## **Office: Pre-College Programs**

### **Position Description: Tutor**

**For best consideration, apply by Friday, September 9, 2016**

**General Description:** Tutors are responsible for providing individual and/or group tutoring to high school students enrolled in Upward Bound and Upward Bound Math-Science. Tutors not only aim to increase students' understanding of the subject matter, but also engage students in meta-learning (learning how to learn) and encourage the development of effective learning and study strategies to meet their academic needs. Pre-College Programs' tutors also serve as positive role models for students by displaying appropriate conduct at all times, maintaining an encouraging and supportive attitude, and displaying passion and commitment for their work.

### **Qualifications:**

- College junior or senior with a GPA 3.0 or above
- Experience working with youth through tutoring, community service projects, and/or summer camps and other related activities
- Demonstrated ability to serve as facilitator of positive social interaction and encourage students' participation in all aspects of program

### **Skills Required:**

- Knowledge and competence in subject matter and ability to explain concepts to others effectively
- Effectively communicate learning and study strategies to encourage academic success
- Ability to work with students from diverse backgrounds with varied skill levels
- High level of professionalism – responsibility, reliability, and punctuality

### **Job Responsibilities**

#### **Upward Bound/Upward Bound Math & Science**

- Provide academic tutoring (individual and small group) to high school students on Saturdays
- Support professional lecturers' instruction during Saturday Academy classes
- Tutor high school students at a local target school at minimum one (1) day per week; preferred times for tutoring are as follows: Tuesday 2pm-6pm, Wednesday 2pm-6pm, or Thursday 2pm-6pm
- Participate in tutor training sessions, team meetings, and additional workshops as arranged - first training scheduled for Saturday, September 17, 2016
- Respond to tutor requests within 48 hours; effectively organize and manage tutoring schedule to ensure that student needs are met
- Be prompt and available for all contracted time commitments
- Maintain up-to-date records of tutoring contacts and submit records as directed
- Assist with additional duties as needed, e.g., providing reception desk coverage, assisting with student/parent Orientation, organizing materials

### **Compensation:**

- Juniors & seniors \$8.25-\$9.75/hour
- College graduates and graduate students \$10-\$11/hour



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## Upward Bound & Upward Bound Math-Science Tutor Schedule

Tentative Saturday Academy Dates:

- September 17 (tutor training)
- September 24
- October 1, 8, 22, 29
- November 5, 12, 19
- December 3, 10
- January 28
- February 4, 11, 18, 25
- March 4, 11
- April 1, 8, 22, 29
- May 6

Saturday Work Hours: 8:30 a.m. – 3:30 p.m.

8:30 – Sign-in/Check Mailbox

9:00 – Periods 1-4 – Each tutor assigned to teacher/class and/or study hall

1:00 – General Assembly – Students, Tutors, Lecturers, Program Staff

1:30 – Break

2:00 – Extended Day Tutoring; tutoring appointments and/or walk-ins

Weekdays (times TBD based on availability)

Tutors travel to local target schools and/or hold tutoring hours at Pre-College Programs' office.