



UNIVERSITY of
MASSACHUSETTS BOSTON
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TRIO UPWARD BOUND PROGRAM
McCormack 3rd Floor Room 706
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Upward Bound Program Summer Residential Tutor Position

Job Description

Upward Bound summer tutors are responsible for assisting in classes, leading daily study sessions and co-facilitating a creative workshop. Tutors may at times be asked to assist in aspects of dorm life. Further tutors assist in special events and field trips. Tutors are responsible for being knowledgeable about content area and working with the teachers to stay current with what is going on in the courses. Additionally, tutors are present in the dorms and at meals. Tutors are assigned a small group of students who they share a suite with and meet with for activities and mentorship regularly. Candidates must be highly motivated, patient, and energetic. This position is residential 5 nights per week for 7 weeks (one week of staff training followed by six weeks of youth programming).

Compensation: \$3,600 plus room and board.

Tentative dates

Orientation (mandatory): June 17-21, 2024

Program Dates (Sunday evenings – Friday afternoons): June 23 – August 2, 2024

*Please note that Sunday, June 23rd is student move in day, which will be in the afternoon. All following Sundays start in the evening.

Location

Dean College, 99 Main St, Franklin, MA 02038

*Roundtrip transportation provided from Boston to residential site. Pick-up and drop-off location is JFK/UMass T-Station.

Duties & Responsibilities:

- Participate in staff orientation. Full participation is a condition of employment
- Enforce UMass Boston Upward Bound rules and regulations
- Monitor study hall sessions and assist students with class work
- Attend assigned classes, assist instructor and substitute if needed
- Provide one-on-one personal/academic counseling support to students as needed
- Attend staff, and community meetings
- Hold regular suite meetings
- Assist with student supervision at all times
- Remain highly visible to students and staff during your assigned shift
- Assist in the supervision of field trips, cultural events and recreational activities
- Monitor and engage students during meal times
- Complete necessary evaluation forms distributed by administration
- Assist in dorm/event set up and clean up throughout the program
- Communicate daily with administrative and other residential staff members
- Live and work on-site for the duration of the summer program and training
- Carry out any other duties as assigned by the program's administrative staff

Qualifications:

- Matriculating college students (juniors, seniors and graduate students preferred) or college graduates
- Experience working with students in a residential setting. Experience working with low-income and/or culturally diverse students, preferred

- Demonstrated skills in an athletic or creative area preferred
- Demonstrated sensitivity to the needs of high school students
- Demonstrated ability to coordinate student activities
- Must be highly energetic
- Ability to maintain positive, safe and professional environment at all times

Program Objectives:

The goal of the Upward Bound Program is to provide participants with the skills and motivation necessary for access to and success in post-secondary education. Upward Bound strives to help students develop confidence and a love of learning. Upward Bound offers an array of academic, personal enrichment, and college/career services designed to supplement high school education and tailored to address specific student needs, including a residential summer program. The summer program exposes students to life on a college campus, allows for intensive, rigorous academic work, and creates space for students to learn valuable social and decision-making skills. Upward Bound students learn the skills necessary to be agents of change in their own lives, their communities, and the world at large.

How to Apply:

Please email the following items to upward.bound@umb.edu. Applications will be reviewed as they are received, until all positions are filled:

1. Resume
2. Contact information for 3 references who can speak to your experience and abilities.
3. [Completed application](#)

Additional Information:

The University of Massachusetts Boston provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, gender identity or expression, age, sexual orientation, national origin, ancestry, disability, military status, genetic information, pregnancy or a pregnancy-related condition, or membership in any other protected class. The University of Massachusetts Boston complies with all applicable federal, state and local laws governing nondiscrimination in employment in every location in which the university operates. This policy applies to all terms and conditions of employment.

Please email upward.bound@umb.edu with any questions.