

Upward Bound program. The purpose of the program aims to prepare our students for successful matriculation and completion of a post-secondary education through intense academic summer programming. This position is for a Senior Seminar Instructor.

**Job Responsibilities:**

- Provide leadership and direction to approximately 30 high school students
- Maintaining a positive and safe environment that promotes appreciation of diverse cultures, traditions, lifestyles, and beliefs of the students
- Take primary responsibility for students by monitoring academic and personal progress
- Facilitate University style lecture as scheduled
- Keep Track of Assignments ( Reading, Papers, Presentations, Test, etc)
- Take attendance
- Supervise and lead assigned student activities (e.g. study sessions, labs, field trips, etc.)
- Assure that students participate in all activities and complete assignments in a timely manner
- Enforces the program rules consistently and fairly
- Ability to take direction and communicate effectively with full time staff
- Teach/inform seniors on financial aid programs, student loans, and how repayment plans work
- Teach/inform seniors on topics related to transition from high school to first semester of college. Topics can include but are not limited to: General Education/Major requirements, Study Abroad Programs, Student Support Services/Offices, Study/Time Management skills, Professional school requirements/information, and homesickness/first generation student issues. Know and teach information on general education requirements for transfer to 4-year institutions for college bound seniors
- Review their personal insight questions for college applications.
- Report and keep track of student progress and behavior to UB staff including program director and program coordinators; Attend staff meetings when necessary; Other duties as assigned.
- The individuals who accept this role must be a mature, flexible, trustworthy person capable of interacting well with high school students and passionate about mentoring young high school students from underrepresented communities and marginalized backgrounds.
- Instructor must be able to communicate openly and directly with supervisors and students and create a positive learning environment for 30-50 high school seniors.

This list is not exhaustive; job responsibilities may include other tasks as assigned by program coordinator/director.

**Qualifications:**

- Must be a Graduate Student (preferred) have background in school counseling or related
- Transcripts show Coursework in College Readiness or other related fields.
- Experience tutoring or teaching students in a classroom setting

- Experience working with low-income and/or first generation high school students or diverse populations.
- First Aid and CPR certified required or obtained before start date.

Dates of employment:

Training: June 11-13

Summer Program: June 16- July 17

- **Class Dates are from June 16th - July 17th** (Dates may be subject to change)
- This is in person. USC Campus
- Pay Rate is \$30.00/Hourly

Interested candidates must email cover letter & resume to [cruzvero@usc.edu](mailto:cruzvero@usc.edu)