



USC Upward Bound

Hiring Academic Tutors* for Saturday Academy **Program Dates: September 14, 2019- December 14, 2019**

Upward Bound is a federally funded TRIO program of the U.S. Department of Education and is hosted by Government Partnerships and Programs at the University of Southern California. USC Upward Bound partners with five high schools in the South/Southwest Los Angeles region and serves students (9th-12th grades) from families in which neither parent holds a bachelor's degree and/or families with demonstrated financial need. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education. The program provides instruction and services to promote academic success, including Saturday Academies during the school year, tutoring, mentoring, college and career planning assistance, cultural enrichment and volunteer opportunities, a six-week long residential Summer Academy, and a summer residential bridge program in which graduating high school seniors earn college credit before beginning postsecondary education.

USC Upward Bound is looking for **(5-6) academic tutors** for the Fall 2019 Saturday Academy programming. The tutors are required to help our students (grades 9-12) and are expected to be able to provide support to our students in their high school classes. Dependent on performance during Fall 2019, the tutor positions can be extended into Spring 2019 Saturday Academy programming.

Academic tutor duties consist of assisting our students in their high school classes with class homework, reviewing class notes/concepts, and helping our students get ahead in course concepts when possible. Tutors must demonstrate mastery **in at least one** of the following high school subjects:

*** English Language/Writing, Algebra 1, Algebra 2, Geometry, Calculus, Chemistry or SAT Exam Prep.**

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. Tutors must be able to communicate openly and directly with supervisors and students and create a positive learning environment for 130-150 high school students.

Responsibilities:

Tutor high school students in their subject classes during Saturday Academy;

Reviewing/provide feedback/aid students with homework/assignments;

Report student progress and behavior to UB staff including program director and program coordinators;

Attend staff meetings when necessary;

Conduct study sessions to prepare students for midterms, essays, and finals;

Other duties as assigned;

Qualifications:

Must have a bachelor's degree or working on a bachelor's degree in the subject they would like to tutor in;

Have two or more years of college experience;

Have at least a 2.8 college grade point average;

Available to work on Saturdays between the hours of 8:00am and 1:00pm

Relate well with diverse students or be a past Upward Bound alumni;

Have prior experience working with low-income students;

A background check will be conducted.

How to Apply:

If you are interested in applying for the position, please submit a resume and cover letter indicating tutoring qualifications (**highlighting subject expertise** and **WHICH subject** you would like to tutor in) by Friday August 16, 2019 to Marilyne Tamayo at marilynt@usc.edu.

Marilyne Tamayo

Student Programs Advisor

University of Southern California

TRIO Upward Bound SLA

PLEASE INDICATE THE SUBJECT YOU ARE INTERESTED IN TUTORING!

Job Type: Part-time, Temporary

Hourly rate: \$14.25 /hour