



Upward Bound (UB)

Student Employment Opportunity

Tutor Mentor

General Information:

Provide tutoring in areas of specific academic need (i.e., English, math, foreign language and the sciences) for high school students participating in the Upward Bound Program at Arkansas Baptist College. Upward Bound is federally funded Trio program that seeks to increase the number of first generation and low-income students that successfully enroll in post-secondary institutions.

Duties:

- Under the supervision of the program coordinator and UB staff, the UB Tutor Mentor will provide tutoring and mentoring to Upward bound participants in groups or individually.
- Maintain complete and accurate records of tutoring and mentoring sessions, provide student follow-up and periodic assessments.
- Assist in the planning and coordinating of the summer academies and cultural/educational fieldtrips.
- Provide pre-college advisement for student's grades 9-12 in the areas of college awareness, life skills, financial aid, and academic preparedness.
- Attend mandatory training sessions held once a week on Thursday's after students check out, to increase competency in working with students.
- Help students develop the study skills necessary for academic success.
- Provide accurate and precise information of post-secondary and financial aid opportunities.
- Serve as a positive role model for Upward Bound participants.
- Perform other duties as assigned to achieve project goals and objectives.

Qualifications:

- Minimum of sophomore status at a post-secondary institution required.
- Minimum grade point average of 3.0 or higher in subject matter.
- Two letters of reference from professors required.
- Prior tutoring experiences with first generation, low-income, or academically at-risk students in a classroom setting or after school programs is a plus.
- Reliable, responsible and self-directed.
- Excellent communication and interpersonal skills.
- Must be friendly, punctual, professional, proactive, and a quick learner

- Good standing at the post-secondary institution of enrollment pertaining to academics and conduct.

Required documentation upon hiring:

- Two letters of recommendation
- Resume
- Copy of transcripts
- Drug screening

Purpose:

The Upward Bound Program (Classic) is a federally funded Trio program sponsored by Arkansas Baptist College. The goal of the program is to increase the rate at which participant's complete secondary education and enroll in and graduate from institutions of postsecondary education.

To Apply:

Please submit the employment application below and a resume, Letter of recommendations, and unofficial transcript to Mr. Marlow Rockwell the Educational Outreach Coordinator for Upward Bound. Applications are available at the Upward Bound House located across from Fitzgerald Hall on the Arkansas Baptist College campus.

For additional information, please contact the Upward Bound office at (501) 420-1276.



Arkansas Baptist College

UPWARD BOUND TUTOR/MENTOR APPLICATION

General Information (Please write legibly or type)

POSITION APPLYING FOR: <input type="checkbox"/> Tutor <input type="checkbox"/> Tutor Mentor <input type="checkbox"/> Classroom Support	
Name	Date of Birth
SSN	School ID #
Local Address	
Email Address	
Home Phone	
Cell Phone	
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
Race	<input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> African American <input type="checkbox"/> Hispanic <input type="checkbox"/> Caucasian
<input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Multiracial (check all that apply) <input type="checkbox"/> Other:	

Have you ever participated in a TRIO Program? UB TS EOC McNair SSS
 None

If you're a former Upward Bounder, where did you participate?

University	Year(s)

Have you ever been fired or asked to resign from a position? Yes No

Have you ever been arrested or convicted of a crime? Yes No

Have you ever been convicted of child abuse, child sexual abuse/molestation? Yes No

Do you have a valid Driver's License? Yes No

Are you willing to have your interview videotaped? Yes No

Are you willing to consent to a criminal background check and to be fingerprinted? Yes No

Academic Information

College attending	Expected Graduation Date
Cumulative GPA	Advisor
Classification <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Grad Student	
Major	Number of Hours Completed

Tutoring

Check the high school curriculum courses you could tutor.			
<input type="checkbox"/>	Basic Math	<input type="checkbox"/>	Environmental Science
<input type="checkbox"/>	Algebra I	<input type="checkbox"/>	Chemistry
<input type="checkbox"/>	Algebra II	<input type="checkbox"/>	Physics
<input type="checkbox"/>	Geometry	<input type="checkbox"/>	Anatomy and Physiology
<input type="checkbox"/>	Trigonometry	<input type="checkbox"/>	History/Government
<input type="checkbox"/>	Calculus	<input type="checkbox"/>	Biology
<input type="checkbox"/>	Integrated Math	<input type="checkbox"/>	Foreign Language
<input type="checkbox"/>	Literature	<input type="checkbox"/>	
ABC General Education courses you could tutor.			
<input type="checkbox"/>	Developmental Algebra	<input type="checkbox"/>	Intermediate Algebra
<input type="checkbox"/>	College Algebra	<input type="checkbox"/>	Psychology
<input type="checkbox"/>	Freshman English	<input type="checkbox"/>	World Civilization
<input type="checkbox"/>	Sociology	<input type="checkbox"/>	Fine Arts. Specify:

Employment Experience

Dates	Employer	Phone Number	Nature of Work

Additional Information

How did you hear about the Upward Bound Program?

___ UB Alumni ___ Career Advising Center ___ Internet ___ Flyers ___ Other: _____

With your signature below, please verify that all information stated above is correct.

Signature:
Date:

Office Use Only:

Date Rec'd: _____ Contact Date: _____ Resp. Date _____ Interview Date: _____ Interview: _____