

Company:	Nebraska Methodist College
Job Title/Job Code:	Upward Bound Tutor
Department name/number:	Upward Bound/8306
Supervisor Title/Job Code:	Project Director/30657
Date revised:	August 2008

General Summary

Upward Bound tutors will work directly with program participants (i.e. high school students) to assist them on the path to academic achievement and higher education pursuits. Tutors must possess excellent communication and leadership skills. The tutors must be able to assist student participants in working through high school level subject matter with focus on core subject areas (math, science, English and/or foreign language). The tutors will maintain a professional image and rapport throughout all their interactions and communications with the student participants.

Responsibilities and duties

- Maintain complete confidentiality of student information and interactions.
- Assist participants in math, natural science, foreign language, English other high school subjects, as necessary.
- Work with motivated youth who are preparing for college
- Monitor academic progress of participants through completion of progress report forms and meet with Academic Coordinator regarding participants' academic needs
- Attend orientation sessions and staff meetings as necessary
- Assist in organizing and developing social and cultural awareness workshops for participants
- Participate in student conferences and field trips
- Work four to twelve hours per week (mostly late afternoon/early evening hours and occasional weekend hours available) unless special circumstances dictate otherwise.
- Performs all other related duties as assigned.

Job Requirements

1. High school graduate or equivalent with the knowledge base to read, write, and communicate in an effective manner with people.
2. Require a minimum grade point average of 3.0 or above in the relevant subject area(s)
3. Prefer at least two years college or enrolled in Junior year of college.

4. Prefer academic tutoring experience or education majors.
5. Prefer prior knowledge of Upward Bound program.
6. Proficient in word processing.
7. Ability to accept assignments in the area of Nebraska Methodist College (87th and Burt) and Burke High School (120th and Dodge).
8. Physical Activity Requirements
 - Occasionally performed (0-32%) - Pulling, Lifting, Kneeling, Stooping, Standing, Reaching, Grasping
 - Frequently performed (33-66%) – Typing and Repetitive motions
 - Constantly performed (67-100%) - Speaking and Sitting
 - Requires the ability to lift up to 45 lbs.

Working Conditions

1. Small group and individual classroom instruction. Some visual strain possible with PC use.

The above is intended to describe the essential job functions and the essential job requirements for the performance of this job. It is not to be construed as an exhaustive statement of all-supplemental duties, responsibilities, or non-essential requirements.

For more information, or to apply go to <http://66.37.233.36/application.html>
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