February 13, 2020

Summer Residential Tutor Advisor/Applicant Pool -10 positions, UAS 1668
Upward Bound Summer Residential Program

Salary Range: $15.00/ hourly

Work Schedule: This is a temporary full-time position; two-week residential program and three-day training. Sunday – Friday, including overnight supervision, hours to be determined; non- exempt position. This position is not eligible for benefits. This appointment expires on or before August 31, 2020.

Essential Functions:
Under the direction of the Director and Academic Coordinator, the incumbent will perform the following duties:

- Oversee a group of high school participants during the residential program, closely monitoring activities, overnight stay and providing team leadership to all the Upward Bound staff, participants and community.
- Assist in preparation of check in/out of students, dinner distribution, special activities set up and/or developmental materials and activities for students; assist with academic counseling; advise participants regarding college, financial aid, and career information; attend daily meetings, and other duties as assigned. Tutor high school students during the residential program in the areas of Math, Science, English, and Foreign Language.
- Perform other duties as needed.

Requirements: Interest in tutoring high school students; ability to work with High School students of low-income disadvantaged family backgrounds. The incumbent must also demonstrate an interest and/or ability in working in a multicultural/multiethnic environment. Fingerprinting will be taken and checked by the California Department of Justice and the FBI. The incumbent may be responsible for the fingerprinting processing fee. A completed UAS employment application is required.

Education: Must be enrolled in postsecondary education with progress towards a bachelor’s degree; Must be in good academic standing.

Experience: Prior experience as a residential advisor, tutor and/or peer counselor. Ability to work with High School students of low-income disadvantaged family backgrounds.

Desired Qualifications:
Upward Bound Program Alumni preferred.

Review of applications/resumes will begin February 18, 2020 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 314, Los Angeles, CA 90032-8534.

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department.

Cal State LA University Auxiliary Services, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

Employment Application:
http://www.calstatela.edu/sites/default/files/groups/University%20Auxiliary%20Services%2C%20Inc./HRM/employment_application.pdf