February 20, 2019

Summer Tutor/Applicant Pool -10 positions, UAS 1669
Upward Bound Program

Salary Range: $14.25/ hourly

Work Schedule: This is a temporary full-time position, Monday – Friday, 8:00 am – 3:30 pm; 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:

• Tutor high school students as part of the summer program at Cal State LA in the areas of Math, Science, and Language Arts.
• Oversee students during breakfast and/or lunch, and educational field trips. Attend training sessions, staff meetings, and submit weekly reports (oral and written) to the Administrative staff.
• Mentor students on academic concerns, advise participants regarding college requirements, financial aid, and career information.
• Perform other duties as assigned.

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 or ability in working in a multicultural/multiethnic environment. Fingerprints will be taken and checked by the California Department of Justice and the FBI. Incumbent may be responsible for the fingerprinting 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.

Desired Qualifications:
• Upward Bound Program Alumni preferred.

The incumbent must also demonstrate an interest 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.

Review of applications/resumes will begin February 25, 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.