February 1, 2017

Tutor, UAS 1459 (6 positions) Revised
Upward Bound

Salary Range: $10.50 - 12.00/hourly depending on qualifications and experience.

Work Schedule: This is a temporary part-time position (5 – 10 hours per week): Monday – Saturday, hours and days to be determined; non-exempt position. This position is not eligible for benefits.

Overview: Upward Bound provides services at four target area high schools in the Pasadena Unified School District (Pasadena High School, John Muir High School, Blair High School, and Marshall Fundamental.) Upward Bound also provides services at two target area high schools in the Los Angeles Unified School District (Wilson High School and Garfield High School.)

Essential Functions:

80% Under the direction of the Component Coordinator, the incumbent will tutor high school students at the high school during Study Hall in the areas of Math, Science, and Language Arts;

10% Mentor students on academic concerns and advise participants regarding college requirements.

5% Incumbent will also provide tutoring during Saturday Academy.

5% Attend training sessions, staff meetings, and other functions; submit reports (oral and written) to the Administrative staff; and perform other duties as assigned.

Requirements: Education: Prefer Junior standing or above with progress towards a bachelor’s degree in preferred disciplines in mathematics, engineering, science, social sciences and/or English: 2.75 GPA or better. Prior experience in tutoring high school students; advisement experience and/or peer counseling; ability to work with high school personnel and low-income disadvantaged students at secondary level. Fingerprinting will be taken and checked by the California Department of Justice and the FBI. Incumbent is responsible for the fingerprinting fee. A completed UAS employment application is required.

Special Desired Qualifications: Upward Bound Project Alumni.

Review of applications/resumes will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received.

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

You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 310, 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. UAS is an Affirmative Action/Equal Opportunity Employer.