February 20, 2019

Summer Tutor/Applicant Pool - 10 positions, UAS 1579
Upward Bound

Salary Range: $14.25 - 15.00/hourly depending on qualifications and experience.

Work Schedule: 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, 2019.

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

80% Tutor high school students as part of the summer program at Cal State LA in the areas of Math, Science, and Language Arts.

10% 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.

5% Mentor students on academic concerns, advise participants regarding college requirements, financial aid, and career information.

5% Perform other duties as assigned.

Requirements: Must be enrolled in postsecondary education with progress towards a bachelor’s degree and be in good academic standing. A completed Employment Application is required along with proof of course schedule, and copy of current transcript to determine enrollment status. Interest in tutoring high school students, and ability to work with UB Program personnel and low-income disadvantaged students at secondary level. Fingerprint 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.

Preferred requirement: Upward Bound Project Alumni.

Review of applications/resumes will begin February 27, 2019 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 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.

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.

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