February 20, 2019

Summer Residential Tutor Advisor/Applicant Pool - 10 positions, UAS 1580
Upward Bound Summer Residential Program

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

Work Schedule: 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.

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

75% 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.

20% 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; and attend daily meetings. Tutor high school students during the residential program in the areas of Math, Science, English, and Foreign Language.

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. Prior experience as a residential advisor, tutor and/or peer counselor. Interest in tutoring high school students, and ability to work with UB Program personnel and low-income disadvantaged students at secondary level. 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 along with a copy of current transcript to determine enrollment status.

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.%20HRM/employment_application.pdf