Summer Tutor/Applicant Pool, UAS 1036
Upward Bound Program

Salary Range: $15:00/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, 2021.

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 by way of remote learning. Will prepare and submit daily attendance and assist classroom teacher in the day-to-day instruction.
- 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 UB Program personnel and low-income disadvantaged students at secondary level. Education; must be enrolled in postsecondary education with progress towards a bachelor’s degree; Must be in good academic standing.

Desired Qualifications:

- Prefer Upward Bound Program Alumni.

The incumbent must demonstrate an interest or ability in working in a multicultural/multiethnic environment. A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the UAS. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current UAS employees who apply for the position.

Review of applications/resumes will begin on February 24, 2021 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received.

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.

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