

# Job Announcement

## Tutor/Academic Advisor

<b>Program</b>	<b>Tutor/Academic Advisor</b> – Part-time (approximately 6-12 hours per week) position with the Upward Bound (UB) Program through the California State University, Fresno Foundation.
<b>Summary:</b>	Fresno State Upward Bound (UB) Programs are federally funded programs designed to provide academic services to first-generation and/or low-income college bound high school students in their efforts to complete high school and enroll in a post-secondary institution. An important component of Upward Bound is the after-school tutorial program. During the tutorials, UB tutors must be able to provide students with tutorial assistance with various academic classes, career exploration, enrichment activities and leadership activities that provide students with the opportunity to enhance their grades at their respective high schools.
<b>Essential Job Functions:</b>	<p><i>Under the supervision of the Academic Counselor and the Program Director, the Tutor/Academic Advisor will be responsible for the following. Typical duties include, but are not limited to the following:</i></p> <ul style="list-style-type: none"> <li>• Based on individual school site need, the position would be onsite. This position may require working in person or remotely.</li> <li>• Tutor high school students in various academic subjects at their respective high school sites (after school).</li> <li>• Help students develop study skills and positive attitude toward learning and studying.</li> <li>• Be responsible for monitoring and documenting student’s academic progress and attendance into program’s database.</li> <li>• Make phone calls to students and parents as needed.</li> <li>• File and maintain proper and current documentation in student’s files.</li> <li>• Attend mandatory tutor/staff meetings on Fridays and provide oral reports to staff.</li> <li>• Supervise and work with UB students during Saturday College Conferences and tutorial sessions.</li> <li>• Model professionalism, be organized and punctual; ability to sort/categorize information and meet deadlines.</li> <li>• Be available to work one Saturday per month and be ready to attend other program activities as needed.</li> <li>• Assist with the planning and prepare various program activities &amp; presentations.</li> <li>• Always abide by target school district and Upward Bound Program policies.</li> <li>• Assist Academic Counselors with other activities as needed.</li> <li>• Create a positive learning atmosphere for students.</li> </ul>
<b>Position Requirements:</b>	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> <li>• Must be a current Fresno State student.</li> <li>• Minimum two (2) years of college completed with a minimum CUM 2.8 GPA or higher.</li> <li>• Ability to tutor and assist in Math (Algebra I, Geometry, Algebra II, Trigonometry or higher); English; Sciences; Social Science and other academic areas.</li> <li>• Good leadership, communication, and interpersonal skills; organized and punctual; ability to sort/categorize information and meet deadlines.</li> <li>• Ability to collaborate with others &amp; be flexible.</li> <li>• Must be fingerprinted upon offer of employment and pass Dept. of Justice background check.</li> <li>• Must provide own transportation, have car insurance, and have a valid driver’s license.</li> <li>• Must have afternoons free (Tuesday, Wednesday, and Thursdays between 2p.m. – 6p.m.) and attend staff meeting on Fridays.</li> <li>• Attend mandatory Upward Bound Tutor Training if hired and complete and pass Defensive Driving course.</li> </ul>
<b>Salary:</b>	\$16.00 per hour.
<b>Deadline:</b>	<b>Friday, September 3, 2021, by 11:59 p.m. or until filled</b>
<b>To Apply:</b>	<p>Job announcement and application can be found on HireFresnoState or can be picked up from our office (address below).</p> <p>Please email <b>completed application, resume, list of 3 references, school schedule and unofficial transcript</b> to <a href="mailto:upward_bound@mail.fresnostate.edu">upward_bound@mail.fresnostate.edu</a> or drop off at our office.</p> <p style="text-align: center;">For questions or for more information contact us at:</p>

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Upward Bound is a department within the Division of Student Affairs and Enrollment Management.