**2017-2018 Upward Bound Tutor/Mentor Application**

**Who We Are/ Our Mission:**

Upward Bound is a pre-college TRIO program for high school students from low-income families and/or students whose parents did not graduate from college. Services include tutoring, advising, academic and cultural enrichment activities, college visits, and a six-week residential summer school program at WOU. The program serves students at two area high schools: Central and Dallas and is funded by a US Department of Education TRIO Grant.

**Tutoring Schedule:** Must be available for *at least* one, preferably both, tutoring days each week.

* Central High School (Independence): Tuesdays from 3:20 pm – 5:00 pm
* Dallas High School (Dallas): Wednesdays from 3:20 pm – 5:00 pm

**Desired Subjects:**

* Math: Algebra 1 through Calculus 1 & Statistics preferred
* Sciences: Subjects such as Chemistry, Anatomy/Physiology, Biology, Physics
* English/Language Arts: 9th through 12 grade topics, including College Writing

Social Sciences: Subjects such as US History, World History, Psychology.

**Tutor/Mentor Duties and Responsibilities:**

* Attend required training at the beginning of each academic term
* **Tutor students in assigned areas (including individual and small-group tutoring), and assist students in developing effective study skills**
* Provide information, encouragement, and guidance to students
* Maintain an environment conducive to learning, including keeping tutoring area reasonably quiet and organized
* Communicate regularly with students during tutoring, keeping them on task
* Assess students’ work accomplished during session and document student attendance and progress.
* Meet with assigned group of students for check-in at beginning of every session
* Fill out and submit weekly reports about assigned students’ progress to Advisor
* Meet with Advisor and/or Head Tutor as needed after tutoring sessions
* Meet with Advisor at least once each academic term
* Provide own transportation to tutoring sessions. Carpool options may be available.

***Continued on Reverse***

***Required* Qualifications:**

Tutors must be motivated individuals who model positive and appropriate behavior to Upward Bound participants as ambassadors of WOU and representations of our students’ future. They must utilize their knowledge and experience with campus life to effectively exhibit and relay how to lead healthy academic and personal lives during college.

* Maintain at least a 2.5 cumulative GPA and be in good academic and judicial standing
* College sophomore standing, but qualified freshman applicants will be considered.
* Ability to demonstrate competency and effectively tutor students in subject area(s), and motivate students to attend college
* Ability to work with diverse populations, including being sensitive to the diverse needs, learning styles, and abilities of UB students
* Must pass background check

***Preferred* Qualifications:**

* **Major/Minor in applicable subject area(s)**
* Training or work experience with high school youth, particularly from diverse backgrounds
* Excellent oral and written communication skills
* Initiative, punctuality, dependability, discipline, and self confidence
* A positive attitude and willingness to give back to the community
* If seeking paid position, work-study eligible
* Commitment to participate for full academic year (September 2017 to June 2018)
* Personal experiences in overcoming barriers similar to those faced by program participants (low-income and/or first-generation background)

WOU Upward Bound Tutor/Mentor Application

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Pronoun:

* He/Him/His
* She/Her/Hers
* They/Them/Theirs

Current Local Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ V#

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class Standing:

Major: \_\_\_\_\_\_\_\_\_\_ Minor: Cumulative GPA : \_\_\_\_\_\_\_\_

Compensation method (please check all that apply):

Paid Position \_\_\_\_ (Do you have work-study? Yes ❑ No ❑ )

Volunteer/Community Service\_\_\_\_\_ Class credit\_\_\_\_\_ (Include name of class and Professor/Instructor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Previous tutoring experience? YES NO

If yes: Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_Describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Subject area strengths (check all that apply):

❑ Math ~ specifically: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ❑ English/Language Arts ~ specifically: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

❑ Science ~ specifically: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ❑ Social Science ~ specifically: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

❑ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Languages other than English?

Language(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Spoken fluency? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Written fluency? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Continued on Reverse***

Briefly describe your academic and career goals, interests (including hobbies) and any special skills or talents. (This information will help us in pairing you with UB students.)

# References

Please list at least one academic or professional reference who can speak to your ability to work for our program. Second reference may be a personal reference.

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title E-mail Address Phone #

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title E-mail Address Phone #

**Attachments & Notes:**

* **Please attach a copy of your most recent resume to this application** **and submit it to our office located in APSC 501 on the corner of Jackson St. and Monmouth Ave. (See due dates below)**
* Any changes to your schedule need to be communicated with the Upward Bound office
* Questions? Call/Email us at **(503) 838-8142 or** [**upwardbound@wou.edu**](mailto:upwardbound@wou.edu)\*Ask for Jackie Aguirre

**Due Dates:**

**\***Applications for individual terms are due by the dates below and any received after due dates will be considered for the *following term,* unless positions remain available.\*

* **Fall 2017: Friday, October 6th**
* **Winter 2018: Friday, January 12th**
* **Spring 2018: Friday, April 6th**

**Please check all that apply for you:**

* I am also interested in assisting with non-tutoring Upward Bound events (such as field trips) throughout the year.
* I am also interested in assisting with the summer residential program.
* I have a vehicle and am interested in carpooling tutors to tutoring locations (reimbursed).\*\*
* I am interested in driving state vans for Upward Bound events and field trips.\*\*  
    
  \*\* Requires valid driver’s license, valid auto insurance, and driving record check by WOU Public Safety. Van drivers required to complete van safety certification.

***By signing below, I authorize the WOU Upward Bound Office to view my academic and judicial records.***

**Applicant Signature Date**

**Scheduling Grid Sheet**

*Please indicate your availability for work, including tutoring and Saturdays, if applicable.*

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Term \_\_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Time | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 8 – 9 am |  |  |  |  |  |  |
| 9 - 10 am |  |  |  |  |  |  |
| 10 – 11 am |  |  |  |  |  |  |
| 11 am – 12 pm |  |  |  |  |  |  |
| 12 – 1 pm |  |  |  |  |  |  |
| 1 – 2 pm |  |  |  |  |  |  |
| 2 – 3 pm |  |  |  |  |  |  |
| 3 – 4 pm |  |  |  |  |  |  |
| 4 – 5 pm |  |  |  |  |  |  |
| 5 – 6 pm |  |  |  |  |  |  |
| 6 – 7 pm |  |  |  |  |  |  |
| 7 – 8 pm |  |  |  |  |  |  |
| 8 – 9 pm |  |  |  |  |  |  |