

# Creighton UNIVERSITY

## DEPARTMENT OF EDUCATIONAL OPPORTUNITY PROGRAMS

### CLASSIC UPWARD BOUND

#### ACADEMIC TUTOR JOB DESCRIPTION

##### **QUALIFICATIONS:**

The Upward Bound Academic Tutor must have a minimum of one year postsecondary academics and must demonstrate a mastery of the subject area which he or she is designated to tutor. The Academic Tutor must have a cumulative grade point average of 2.75 or above. It is required that he/she exhibits sensitivity toward Upward Bound participants. It is preferred that tutors have experience in teaching, peer tutoring, mentoring, and demonstrate a potential for leadership.

##### **PRIMARY FUNCTIONS**

- Tutor students in a variety of academic subjects
- Assist students with the development of study skills
- Mentor students in the areas of academics and college preparation.

##### **SUBJECTS TUTORED**

The Upward Bound programs offer tutoring in most high school subjects.

##### **DUTIES AND RESPONSIBILITIES**

1. Reports to Academic Advisor on duty.
2. Tutor students individually and in groups in a variety of subjects.
3. Teach study skills that assist students in preparation for postsecondary education.
4. Provide and maintain an atmosphere conducive to learning and retaining material studied.
5. Inform the Academic Advisor of any academic or disciplinary problems that impede tutorial progress.
6. Demonstrate a commitment, through mentoring, to assist socio-economically disadvantaged students develop motivational skills necessary for success in college.
7. Mentor students by participating in educational/cultural activities.
8. Maintain accurate and timely records of student contact and maintain confidentiality.
9. Utilize the resources of Creighton University to the fullest extent possible to benefit Upward Bound students.
10. Other duties as assigned.

##### **SALARY**

\$7.25 and up based on education and experience.

##### **HOURS**

Mondays through Thursdays from 3:00 p.m. to 6:15 p.m. Schedule will be set by Upward Bound staff and will take into consideration the Academic Tutor's class schedule.

##### **CONTACT**

Upward Bound offices at 280-2958, apply at Markoe Hall Room 204, or <http://www.creighton.edu/eop/classicupwardbound/>.