

Academic Hourly Job Description

Position Title: Academic Hourly Teaching

Position Job #:

Exemption Number/PClass Code: 49997/BFBHA - Teaching

Organization Code: 1743000

Organization Name: Minority Student Affairs Hire

Touch JobID: 56543

Primary Position Function/Summary:

Under general supervision of the Pre-College Advisor for TRIO Upward Bound program, serve as the primary liaison for the Upward Bound program's Study Center, and is responsible for keeping the communication lines open between the administrative staff, tutors, and students. Also work closely with the administrative staff in finding new and innovative ways to operate the study center.

Major Duties and Responsibilities:

1. Assist administrative staff in coordinating the Saturday Academy, the Student Center Tutoring Program, the daily tutorial schedule, and the Academic Success & Study Skills workshops.
2. Supervise tutors.
3. Monitor attendance of staff and students.
4. Complete the Attendance Report and submit the report weekly.
5. Attend and facilitate weekly staff meetings.
6. Prepare and provide a weekly progress report.
7. Monitor Tutor/Student relationships.
8. Maintain, alphabetize, and submit weekly tutorial sheets to the Upward Bound office.
9. Plan, design and implement workshops
10. Tutor as needed
11. Attend mandatory training sessions.
12. Exercise good judgment and professionalism when interacting with students.
13. Provide general tutoring recommendations, and resources to students and study center staff.
14. Ensure safety of all students and staff.
15. Enforce all the rules and regulations of the Upward Bound Program and the University of Illinois at Urbana-Champaign.
16. Adhere to all the rules and confidentiality.

Position Requirements and Qualifications

Education:

Required: Bachelor's degree

Preferred:

Experience:

Required: Experience working in a structured learning environment.

Preferred: Previous tutoring experience is highly desired. Supervisory experience with minors highly desired. Preference given to individuals with experience working with economically challenged/first generation college bound students. Experience handling crisis situations with minors is highly desired. Training or participation in professional development activities related to working with minors and preparing them for academic success is highly desired.

Training, Licenses or Certifications:

Required: Current or retired teachers or experienced professionals must provide evidence of competency in tutoring subject (e.g., transcript, copy of diploma in discipline, reference letters, certifications, citations).

Preferred:

Knowledge Requirements:

Required: Knowledge of services and programs that enhance the academic preparation of pre-college students is required.

Preferred:

Is this a Security Sensitive or Protection of Minors position? () Yes (x) No

Upon receiving approval from AHR, print the job description, obtain signatures from the incumbent and supervisor and attach the signed job description to the HRFE transaction.

Department

Signature: Wallace Southerland
Date: 10/06/2016

College

Signature: Rhonda Kirts
Date: 10/10/2016

AHR Job Description Review

Signature: William Myers
Date: 10/11/2016

Incumbent signature: _____ **Date:** _____

Supervisor signature: _____ **Date:** _____