

Academic Hourly Job Description

Position Title: Academic Hourly Teaching

Position Job #: UB1051

Exemption Number/PClass Code: 49997/BFBHA - Teaching

Organization Code: 1743004

Organization Name: Pre-College Programs

HireTouch JobID: 103603

Primary Position Function/Summary:

The Tutor Mentor position for the TRIO Upward Bound program is responsible for providing tutoring, supplemental instructions and mentoring during Saturday Academy and weekly workshops.

Major Duties and Responsibilities:

1. Provide individual and/or group tutoring/instruction on agreed-upon days and times.
2. Keep abreast of strategies, policies, and procedures related to effective tutoring.
3. Complete assessment of students' needs prior to tutoring/instruction
4. Report attendance such as "no shows".
5. Design and implement holistic workshops during Saturday Academy
6. Complete accurate timesheets.
7. Provide encouragement to students to enhance self-esteem.
8. Exercise good judgment and professionalism when interacting with students.
9. Assist students by advising them as well as being a general resource person.
10. Attend weekly staff meetings and provide updated reports on tutees.
11. Maintain and submit weekly tutorial sheets which document each tutorial session with your respective tutees. As well as write evaluative reports on your tutees at mid-term and at the end of the academic year.
12. Attend mandatory training sessions.
13. Ensure safety and health of all students during Saturday Academy.
14. Enforce all the rules and regulations of the Upward Bound Program and the University of Illinois at Urbana-Champaign.
15. Adhere to all the rules and confidentiality.
16. Conduct yourself in an aura of professionalism and commitment to improving the lives of Upward Bound students.
17. Perform other duties as assigned.

Position Requirements and Qualifications**Education:**

Required: Sophomore Standing with a 3.0 GPA

Preferred:

Experience:

Required: Experience providing academic support and tutoring.

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

Training, Licenses or Certifications:

Required:

Preferred:

Knowledge Requirements:

Required: Must have excellent oral and written communication skills.

Preferred:

Is this a Security Sensitive or Protection of Minors position? (x) Yes () 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: Domonic Cobb
Date: 09/20/2018

College

Signature: James Hintz
Date: 09/20/2018

AHR Job Description Review

Signature: Jacquelyn Flowers
Date: 09/26/2018

Incumbent signature: _____ **Date:** _____

Supervisor signature: _____ **Date:** _____