UPWARD BOUND PROGRAM
ACADEMIC TUTOR/ COUNSELOR

Program Dates: SUMMER SESSION June 11th-July 22nd
Reports To: Upward Bound Director and Academic Coordinator
Location(s): Grand Rapids Community College
Stipend Range: $2,040-2,400 (room and board included beginning June 24th)
Classification: Temporary/Contingency

JOB DESCRIPTION:

- Act as “live-in” mentor for high school students participating in summer dormitory residential program (on college campus)
- Assist students in their academic, social and personal growth.
- Supervise and provide tutorial assistance to students during tutoring sessions.
- Act as a liaison between participants and his/her classroom experience
- Act as a resource/reference person for participants.
- Demonstrate and encourage appropriate study skills and habits
- Participate in staff orientations, trainings, workshops and staff meetings
- Chaperone all program related activities & trips.
- Maintain high visibility and accessibility for students.
- Act as an “on-duty” program representative during events or tutoring.
- Assist in supervising participants in all program activities
- Monitor and supervise student academic achievement and development.
- Enforce and adhere to a behavior code consistent with program policies.
- Transport program participants to and from program activities and events.
- Share educational and cultural experiences with participants and assist in life educational components
- Ability to work in a team atmosphere
- Perform any additional duties as assigned by UB Director or Academic Coordinator

Additional Requirements:

- Ideally pursuing a career field in education, social work, criminal justice or similar field working with youth, but not required
- Be presently enrolled in a college or university with good academic standing
- Preferably not participating in additional weekday activities (i.e. summer classes, additional jobs, athletic training, etc.)
- Ability to carry out all TC job requirements without conflict.
- Must possess a valid driver’s license and be approved by GRCC Campus Police to drive college vans.
- Strong knowledge of various high school level subject areas.
- Must be able to accept performance feedback and communicate effectively with Director and Academic Coordinator.
- Exhibit tact, courtesy, and professional behavior in dealing with all students and staff.
- Demonstrate good judgment/common sense and be dependable, reliable, and empathetic.
- Maturity and confidence to lead and direct high school students.
- Must be able to work a flexible schedule during program activities and events.

Application is available via www.grcc.edu/upwardbound
Click “How to Apply” and download application
Submit Informational Application & Questionnaire, Resume, Transcript, Letter of Recommendation and two (2) Reference Forms to:

Grand Rapids Community College
Upward Bound Program
143 Bostwick Ave NE
Grand Rapids, MI 49503
(616) 234-2190
upwardbound@grcc.edu

As an Affirmative Action/Equal Opportunity employer, Grand Rapids Community College is engaged in an effort to increase diversity and inclusiveness. Persons of color and individuals with disabilities are encouraged to apply.