

TRiO

TRiO-UPWARD BOUND CLASSIC PROGRAM TRiO-UPWARD BOUND MATH/SCIENCE CENTER

U.S. Department of Education & Office of Federal Programs
Philander Smith College
900 Daisy Bates Drive
Little Rock, Arkansas 72202
(501) 370-5380/5372 (office) • (501) 370-5369 (fax)

Job Announcement

TRiO-UPWARD BOUND CLASSIC PROGRAM & TRiO-UPWARD BOUND MATH/SCIENCE CENTER AT PHILANDER SMITH COLLEGE

conduct a Summer Academic Institute (college preparatory program) with a residential component for first-generation/low-income and culturally diverse high school students who have the potential to succeed in college, but may need motivation, encouragement, strengthened basic skills, or a sense of how education can become meaningful in their lives. The UB/UBMS in one dimension emphasizes preparation in English composition/literature, math (algebra through calculus), science/laboratory, computer science, foreign language, technical writing, study skills, counseling seminar, and ACT/SAT/PLAN/PSAT, but offer courses in other areas. In addition, there are many cultural events/activities, educational field trips, college visits and other experiences designed to help students grow and mature. TRiO-Upward Bound Classic and TRiO-Upward Bound Math/Science are neither a traditional summer school nor a summer recreation program. It is a place in which a unique community of study, personal growth, group dynamics, character development, academics, and Program commitment makes a difference in the lives of its participants.



QUALIFICATIONS:

- must be a college student in good standing and successfully completed at least two years of college (If a position is not filled, students with a minimum of one year of college may be considered at the discretion of the Executive TRiO Director);
- must be academically proficient in area of study with a **minimum of 3.25 GPA**;
- must have a minimum grade of **“B”** in the course(s) tutored;
- must possess excellent communication skills, and be able to communicate information accurately and clearly;
- must be willing to take a basic skills and competency exam in the area(s) you wish to tutor;
- must be able to participate in **REQUIRED** tutor training sessions (no rescheduling);
- must be able to reside in the Residential Life Center (RLC) at Philander Smith College with Upward Bound Classic & Upward Bound Math/Science participants and the UB/UBMS Summer Academic Institute RLC Manager (cannot request “leave” during scheduled work time, Sunday p.m. to Thursday p.m.);
- must have three recommendation forms completed and submitted by college/university faculty (2) and college/university staff or employer or community person (1);
- must be able to effectively work and communicate with high school youth and adults;
- must maintain 24-hour RLC residency (Sunday 6 p.m. – Thursday 5 p.m.);
- must have high level of maturity, be self-disciplined and able to work on a team;
- must possess a working knowledge of the principles of human growth and development, social phenomena and educational processes;
- must have familiarity with and sensitivity to the needs of Program/Center participants;

- must be willing to follow reasonable instructions/directions and adhere to the policies of TRiO-Upward Bound Classic/TRiO-Upward Bound Math/Science Center as outlined by the U.S. Department of Education and Philander Smith College;
- must possess the ability to work in stressful and demanding situations;
- must employ sound judgment and higher level of critical thinking;
- must be fair, firm and consistent when dealing with participants, staff, parents and patrons;
- must have previous job experience working with and sensitive to the needs of low-income, first-generation and students with disabilities;
- must respect confidentiality when dealing with prescribed matters relating to UB/UBMS;
- must possess strong leadership and interpersonal skills; and
- must have related TRiO experience.

RESPONSIBILITIES:

- providing academic, individual and personal counseling for a small group of students;
- attending assigned classes regularly;
- participating in all recreational activities;
- monitoring student conduct **24/7**
- being responsible for all assigned students;
- supervising students at all times, including RLC, campus, cafeteria, class and events;
- living in the RLC with UB/UB/UBMS students;
- participating in training and other staff meetings as required;
- reporting TRiO information accurately, professionally and in a timely manner; and
- performing other TRiO duties as assigned.

DATES:

1. **Summer Academic Institute:** Sunday, June 13, 2010 through Thursday, July 22, 2010. **TC Orientation:** June 9th & 10th. **TC RLC Move-In:** June 9th, 8am – 12 Noon. **UB/UBMS Student RLC Orientation & Move-In:** June 13th, 5pm. **Physicals, Testing, Seminars & Cultural Events:** June 14th – 17th. **Entire Summer Staff Orientation** – Friday, June 11th, 9am – 12 Noon.
- ✚ **Traveling Classroom:** July 18 – 22, 2010 (tentative dates) – *Selected (TC) on Basis of Work Evaluation and Commitment. Participation is Optional and Based on Work/Team Performance. Includes College Visits, Cultural Events and Educational Tours.*

SALARY: Commensurate with experience, plus room and board (Sunday 6 p.m. – Thursday 5 p.m.), including *Staff Orientation, Staff Meetings & Other Duties Assigned.*

All interested college students should write or call for an application. We are located in the TRiO Building (former M.L. Harris Library) at Philander Smith College. Our telephone number is (501) 370-5380/5372. Our fax number is (501) 370-5396. Our mailing address is TRiO-Upward Bound Program and TRiO-Upward Bound Math/Science Center – 900 Daisy Bates Drive – Little Rock, Arkansas 72202. Applications received after April 19, 2010 (5:00 p.m.), will **not** be accepted. All applicants **MUST** submit an **official college transcript (sealed), resume, a letter of application,** and **three (3) letters of recommendation.** ***NOTE: Background checks will be made.***

Kim B. Alexander, Program Coordinator
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UB/UBMS at Philander Smith College Is An Equal Opportunity Employee.

TRiO-Upward Bound Classic Program and TRiO-Upward Bound Math/Science Center are 100% funded by the U.S. Department of Education.