

## Important Facts About Information on Your Application

This application is to assist in the process of considering you for possible employment in the position listed. Certain information requested on this application is private. That is, it may be released only to you or to campuses where you may be considered for employment (to comply with M.S. 13.04, Subd. 2). If you are employed, the data will be available to the Dept. of Finance, the Dept. of Employee Relations, the Internal Revenue Service and the Social Security Administration for payroll and tax purposes. If you disagree with the data we maintain about you, notify the Rochester Community and Technical College Human Resources office in writing.

**The following data is private data. All other information on the application is public and may be given to anyone for any purpose.**

Private Data	Why we ask for it.	Do you have to provide it?	What if you don't provide this information?
Social Security Number	To distinguish you from other applicants.	No	We will assign you a number.
Name/Address	To distinguish you, to contact you.	Yes	Rejection of application.
Home Phone Number	To contact you.	No	It may be difficult for us to contact you.
Protected Group Status	To be able to make equal opportunity reports and to take affirmative action.	No	We will not be able to determine whether our selection processes result in unfair discrimination, or to take affirmative action in our hiring.
Reasonable Accommodations	To determine your special needs.	No	We will not be able to make timely accommodations to assist you in the selection process.

# Upward Bound Tutor Application



Please type or print neatly

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

Email \_\_\_\_\_

Are you a PSEOP student? Yes No High School GPA: \_\_\_\_\_

High School \_\_\_\_\_

Current Institution \_\_\_\_\_

Number of college credits completed \_\_\_\_\_ Current GPA \_\_\_\_\_

College Major \_\_\_\_\_ College Minor \_\_\_\_\_

How did you hear about Upward Bound Tutoring Program?

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Why are you interested in working with the Upward Bound Program?

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Would you be willing to work one Saturday per month on occasion? \_\_\_\_\_

In which subjects do you feel you are able to tutor students?

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Please describe a time when you have used a tutor or wish you would have used a tutor.

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What are your Career Goals?

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Please list any job related experiences.

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**References:**

Please provide the names of three individuals who are familiar with your work and/or academic background.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email (optional): \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email (optional): \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email (optional): \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# RCTC Upward Bound

The Rochester Community and Technical College Upward Bound Program is a federally funded TRIO program designed to assist 50 low-income, first-generation high school students in developing the academic skills and motivation necessary to enter and complete an educational program beyond high school. The goal of Upward Bound is to provide support and guidance, and the academic and social enrichment necessary for these students to continue their education beyond high school.

## **What services does Upward Bound provide to program participants?**

Upward Bound helps students develop their academic skills through weekly tutoring sessions held at their high schools, Saturday sessions held at Rochester Community and Technical College, and a six-week residential summer program with classes on the RCTC campus. In addition, many social, cultural, and enrichment opportunities are provided, including trips to museums, theatres, galleries, and college campuses.

## **What is an Upward Bound student?**

Students in grades 9-12 from St. Charles and Rochester high schools who have the desire and potential to develop the academic and social skills necessary to enter and complete a college program, and who are from low-income families in which neither parent completed a four-year degree, are eligible to participate in this program. Upward Bound students vary greatly in academic achievement. What they have in common is that they come from segments of the population that are underrepresented in higher education. Contrary to what most people believe, educational attainment, or lack thereof, is not as closely related to color or ethnic background as it is to income level and level of educational attainment by parents. Statistics recorded since 1965 indicate that individuals from low-income families have a 6% chance of completing a four-year degree. Individuals from the richest quartile of our population have a 56% chance of completing a college degree. Upward Bound is a program based on the concept of educational opportunity. Our job is to give students information, to provide choices, and to find teaching and advising methods that recognize the obstacles (social or academic) that our students face.

## **Is there a charge for participating in Upward Bound?**

There is no charge for services provided to qualified participants. Students receive a monthly stipend based on their academic performance and attendance.

## **How are students selected?**

Students apply for admission to the program at the end of their 8th grade year and are selected for participation based on their desire and potential for personal and academic improvement, school records, and recommendations.

# Mission

Rochester Community and Technical College Upward Bound is committed to providing a positive and easily accessible learning atmosphere in which participants will further their potential and develop to the full extent of their abilities to succeed in high school and college. The Upward Bound staff is dedicated to developing a strong sense of self-esteem, confidence, and motivation in students by providing support, encouragement, and positive role models. Many opportunities for academic and personal enrichment are made available to low-income and potential first-generation college students who otherwise may not have the option to pursue higher education.

To meet this mission, Upward Bound provides:

- A weekly after-school tutoring program in which students receive individualized tutoring and advising during the academic year.
- Monthly Saturday sessions which include academic, social, and cultural awareness activities, as well as administration of academic progress assessments.
- An intensive residential program provides students an opportunity to live and learn in a college environment. The program offers instruction in math, English, science, foreign language, and special interest classes. In addition, career awareness and study skills seminars, cultural and recreation activities, and travel opportunities are provided by the program.
- Standardized test preparation.
- College visit opportunities.
- Assistance with college selection and applications.
- Financial aid and scholarship search and preparation.
- Assistance in exploration of various career fields and career planning.
- Cultural awareness experiences including plays, concerts, seminars, festivals, and opportunities to share and interact with persons of many cultures.

# Tutor Position Description

An Upward Bound tutor provides a positive atmosphere for the development of the academic and personal skills required of high school students planning to attend college. Upward Bound tutors meet with students weekly to help them expand their understanding of subject matter, improve their grades, develop better study habits, and maintain a positive attitude.

## **Qualifications:**

- Current college student
- Experience tutoring at the high school or college level
- Demonstrated mastery of subject area
- Demonstrated overall academic ability

## **Skills:**

- Sensitivity to the needs of high school students from diverse backgrounds
- Strong interpersonal communication skills
- Ability to cooperate with Upward Bound staff
- Ability to be prompt to tutoring sessions
- Ability to serve as a role model
- Ability to maintain confidentiality

## **Duties and Responsibilities:**

- Tutor high school students 2 hours/day for 1-4 days per week
- Provide supplemental instruction/tutoring in math, science and other areas
- Assist students in the development of good study habits
- Complete necessary documentation of student contacts
- Participate in scheduled staff meetings
- Participate in monthly Saturday sessions as requested
- Report any problems or concerns to staff
- Lead tutoring sessions as necessary

## **Hourly Wage:**

\$8.25 per hour

## **Reports to:**

Upward Bound staff; immediate supervisor is Kathy Richardson  
(507) 280-2917