

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?

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

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

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

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

What are your Career Goals?

Please list any job related experiences.

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:** _____



UPWARD BOUND PROGRAM

Informed Consent

Date: _____

Last Name of Applicant (please print): _____

First Name (please print): _____

Middle (full) (please print): _____

Maiden, Alias, or Former (please print): _____

Date of Birth: _____

Gender (M or F): _____

Social Security Number (optional) _____

I authorize the Minnesota Bureau of Criminal Apprehension to disclose all criminal history record information to **Rochester Community & Technical College** for the purpose of working as an **Upward Bound Youth Tutor** with this agency.

The expiration of this authorization shall be for a period no longer than one year from the date of my signature.

The following is to be completed by the notary public DO NOT sign except at the direction of the notary.

Signature of Applicant **Date**

Subscribed and sworn to before me this _____ day of _____, 201__

Notary Public _____ County, MN

My commission expires _____

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.

RCTC Upward Bound

The Rochester Community and Technical College Upward Bound Program is a federally funded TRIO program designed to assist 53 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 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 the Rochester public 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. 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, during their freshman year.

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 summer program provides students an opportunity to 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.
- ACT Prep Course.
- College visit opportunities and requirements.
- Academic advising that provides 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.
- Service learning opportunities.

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