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OAKLAND UNIVERSITY  
PROJECT UPWARD BOUND COLLEGE PREP ACADEMY  
261 South Foundation Hall; Rochester, MI 48309-4401  
Phone: 248-370-3218 Fax: 248-370-3217

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**JOB SUMMARY: SUMMER ACADEMY TUTOR/TEACHER ASSISTANT**

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**PURPOSE:** Facilitate academic learning of high school students by assisting instructors in the classroom, providing individual and group tutoring, and modeling behaviors consistent with PUB’s standards.

**2013 DATES:** Academy: Week of June 21 – Week of July 30 + training at designated times: Approx. 1 week prior to start date

**DAYS/HOURS OF WORK:** Monday through Friday, 8:00 a.m. – 5:30 p.m.

**COMPENSATION:** Academy: \$8.00/hour

Participation in unpaid training during week prior to Summer Academy (stipend as budget allows.)

**SUPERVISOR:** Academic Coordinator

**POSITIONS AVAILABLE: 6**

**PRIMARY DUTIES**

- Implement afternoon computer applications labs.
- Be present at each class session. Be assertive in assisting the teacher to implement lesson plans and maintain the learning environment. Take attendance, record and monitor accumulation of students’ points.
- Remain updated on the instructional schedule, daily lesson plans, and homework requirements in order to facilitate homework labs and provide individual tutoring. Record whether each student’s homework is completed daily and provide updates to peer mentors daily.
- Assist with acquisition, preparation, and distribution of classroom materials. As requested, assist with the grading and recording of grades.
- Escort students between classrooms, the main office, and between buildings to classes. Participate in meetings with the teachers and administrative staff.
- Collaborate with peer mentors to develop cohesive relationships and address participant issues such as unfinished work and classroom attentiveness.
- Develop relationships with students by volunteering time to non-instructional activities such as recreation.
- Collaborate with the Residential Team to summarize points and recommend “Spirit” Award recipients.
- Other duties as assigned by teachers or administrative staff.

**MINIMUM QUALIFICATIONS/REQUIREMENTS**

- Good academic standing and an appropriate level of maturity.
- Grade Point Average: 3.00 in subject that you wish to tutor; 2.50 overall.
- Extracurricular activities that demonstrate the use of good leadership, communication, and social skills.
- Computer literacy (Microsoft Office, Windows, Internet). Light clerical skills.
- Previous experience working with culturally diverse students (preferably high school ages).
- Commitment to helping students prepare for college.

**HIGH SCHOOL SUBJECT AREAS NEEDED-SKILLS COMBINATIONS ARE A PLUS:**

- Mathematics—Geometry, Algebra, Calculus, Trigonometry
- English—Grammar, Vocabulary, Composition, Literature, Reading, Writing
- Foreign Language—Spanish
- Performing Arts—Vocal Music, Drama, Dance

**CONSTRAINTS:** NO OTHER OBLIGATIONS BETWEEN 8:00 A.M. & 5:30 P.M.  
NO OTHER CAMPUS JOBS

**PROJECT UPWARD BOUND TUTORING MUST BE YOUR PRIMARY CAMPUS JOB.  
ROOM AND BOARD ARE NOT PROVIDED.  
PLEASE VISIT OUR WEBSITE AT [WWW.OAKLAND.EDU/UPWARDBOUND](http://WWW.OAKLAND.EDU/UPWARDBOUND) TO FILL  
OUT AN ONLINE APPLICATION AND EMAIL YOUR  
COVERLETTER & RESUME TO PUB@OAKLAND.EDU**