



UMBC

Division of Undergraduate Academic Affairs

## ACADEMIC OPPORTUNITY PROGRAMS: CLASSIC UPWARD BOUND

1000 Hilltop Circle  
Math/Psychology Room 007  
Baltimore, Maryland 21250

410-455-2700 (voice)

410-455-1062 (fax)

[upbound@umbc.edu](mailto:upbound@umbc.edu)

<http://upwardbound.umbc.edu>

# Tutor Counselor Application

## What is UMBC Upward Bound?

Upward Bound is a nationwide, federally funded educational program, authorized by the Higher Education Act of 1965, for high school students. The Upward Bound Program at the University of Maryland Baltimore County was initiated in 1989.

Upward Bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. Upward Bound serves high school students from low-income families; and high school students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education.

The Program's design promotes the development and enhancement of students' basic skills, academic and cultural enrichment, and the motivation necessary to matriculate at and graduate from college. To insure students' complete development, participation in personal and individual counseling, educational/ cultural activities, the summer residential component, in addition to academic support, developmental and enrichment activities, is mandatory.

Upward Bound serves students who have demonstrated academic potential and who meet the income and first generation to obtain a four year college degree criteria established by the U.S. Department of Education. The Program provides students and their parents with an opportunity to invest in students' futures and thus realize their potential and goals.

The UMBC Upward Bound Program is funded with two grants totaling \$630,804 from the US Department of Education.

## Application Requirements

Thank you for your interest in the UMBC Upward Bound Program.

After reading the job description, please complete the application and return it to our office. The following items must be submitted as a part of your completed application for employment:

- Current resume
- 2 confidential recommendation forms
- College transcript

If you have any questions about the application, the program, or expectations, please feel free to contact us by phone (410-455-2700) or by electronic mail ([upbound@umbc.edu](mailto:upbound@umbc.edu)).



*Success Through Commitment*

## Duties and Responsibilities

TCs are responsible for the well-being of Upward Bound students. Counseling, academic tutoring, and various types of supervision are all facets of this responsibility.

TCs must be in attendance at all Upward Bound activities, including all activities listed under responsibilities below.

### **TUTOR/COUNSELOR RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

- Attend Tutor Training and staff meetings
- Confer with staff on student progress
- Supervise students at all assigned times
- Complete program evaluation at end of academic year component

### **Tutor/Counselor**

#### **Academic Year Tutor/Counselor (ATC)**

The Academic Year Tutor Counselor tutors Upward Bound (UB) Participants in person during the Saturday Academic Program and online through our afterschool tutoring program. The ATC is expected to serve as a role model for the UB students who seek to enroll in and succeed in postsecondary education. ATCs are assigned to tutor students based upon their academic strengths.

#### **Residential Tutor/Counselor (RTC)**

For six weeks, with the exception of weekends and one night off a week, the RTC is expected to keep close contact with the students in all aspects of community life. The Residential Tutor Counselor (RTC) lives in the dorm among students and takes on the roles of teacher, counselor, and mentor. The RTC enforces program rules and codes of behavior and is expected to respond to loud noises and nighttime emergencies. RTCs should report serious breaches of program rules to the proper administrator. RTCs must sleep in the dorm and be available for nighttime emergencies. Other residential tutor/counselor responsibilities include dorm coverage as scheduled by residential directors, supervision of free time, meals, classes, and lectures. Flexibility is key!

#### **Daytime Tutor/Counselor (DTC)**

Daytime TCs are expected to assist the teachers in working with students individually, in small groups or the whole class. They are required to be aware of the instructors' goals for each course and be able to relay that information to Tutor/Counselors. Teachers and tutors will be given a time during staff orientation to meet and discuss the tutors' roles in the classroom.

Other daytime tutor/counselor responsibilities include dorm coverage as needed in the event of student illness, facilitation of the daily student check-in meeting, supervision of free time, meals, classes, and lectures. Flexibility is key!

### **What makes a good Tutor/Counselor?**

#### **QUALIFICATIONS**

- Minimum - Upper level academically successful college student (at least 45 credits earned)
- Knowledge of either **foreign language, physical sciences, counseling, computer science, English or math**
- Interest in working with adolescents
- Interpersonal skills, sensitivity to the needs of the disadvantaged, and commitment to the goals of Upward Bound
- Flexibility



## Tutor Counselor Application



Directions: Only completed applications will be processed. For an application to be completed, all questions must be answered and the documents specified above must be received. If a question does not apply to you, fill in the letters "N/A."

### PERSONAL INFORMATION

Name \_\_\_\_\_ Sex (for residential staff only) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

Preferred Contact # \_\_\_\_\_ Desired Position  Residential  Daytime

Available Starting Date \_\_\_\_\_ Referred By \_\_\_\_\_

e-mail Address \_\_\_\_\_

Have you ever been convicted of a misdemeanor or felony?  Yes  No

### EMPLOYMENT HISTORY (most relevant first)

<u>PLACE</u>	<u>POSITION</u>	<u>DATES</u>	<u>REASON FOR LEAVING</u>

Do you consent to having your past employers contacted for references?  Yes  No

### EDUCATIONAL BACKGROUND:

<u>INSTITUTION</u>	<u>DATES</u>	<u>CREDITS</u>	<u>DEGREE EARNED</u>	<u>MAJOR</u>

Please indicate the subjects and level you are comfortable tutoring:

### QUALIFICATIONS

	Minimal capability	Some capability	Strong capability		Minimal capability	Some capability	Strong capability
<b>MATH</b>				<b>SCIENCE</b>			
Fundamental				Biology			
Algebra				Chemistry			
Geometry				Physics			
Pre Calc/Trig				<b>OTHER</b>			
Calculus				SAT Math			
Prob & Statistics				SAT Verbal			
<b>ENGLISH</b>				Study Skills			
Reading				Critical Thinking			
Writing				Other(please list):			

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Please describe your educational and career goals in the space below

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### SIGNATURE

With your signature below, please verify all information provided on this application to be true.

Signature	Date

**TO BE COMPLETED BY THE APPLICANT**

Applicant Name: \_\_\_\_\_

Position:  Academic Year TC  Summer Residential TC  Summer Daytime TC

**TO BE COMPLETED BY REFERENCE**

The above named applicant has applied for a position as a Tutor/Counselor with the UMBC Classic Upward Bound Program (CUB). CUB offers academic preparation for college bound low income, first generation to go to college, high school students. CUB looks for staff members that are comfortable working with high school students from diverse, but sometimes disadvantaged backgrounds. Your evaluation of this applicant will be closely examined (along with other factors) during the employment process. Please return the completed recommendation to

UMBC Upward Bound  
1000 Hilltop Circle  
Math/Psychology Rm #007  
Baltimore, MD 21250

410-455-2700 – phone  
410-455-1062 – fax  
[upbound@umbc.edu](mailto:upbound@umbc.edu)  
<http://upwardbound.umbc.edu>

1. How long have you know the applicant and in what capacity?
2. Can you think of any reason why the applicant should not be working with high school age students? If yes, please explain.
3. Does the applicant function appropriately in pressure situations or sudden change of schedule?
4. If you are a current or previous employer, would you rehire this person?

Please rate the student on each of the following in relation to the position	Always/ Excellent	Usually/ Very Good	Sometimes / Average	Rarely/ Below Avg.	Never / Poor	No Basis to Judge
Demonstrates a desire to learn						
Completes tasks independently						
Displays a positive attitude						
Exhibits maturity						
Relates well to peers						
Exhibits good character						
Understands the needs of teenagers						
Adapts well to new situations						
Responds well to constructive feedback						
Takes initiatives to promote new ideas						
Exhibits dependability						
Demonstrates effective communication skills						
Overall assessment						

Reference's name (please print): \_\_\_\_\_

Company/Organization: \_\_\_\_\_ Position: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**TO BE COMPLETED BY THE APPLICANT**

Applicant Name: \_\_\_\_\_

Position:                     Academic Year TC                     Summer Residential TC                     Summer Daytime TC

**TO BE COMPLETED BY REFERENCE**

The above named student has applied for a position as a Tutor/Counselor with the UMBC Classic Upward Bound Program (CUB). CUB offers academic preparation for college bound low income, first generation to go to college, high school students. CUB looks for staff members that are comfortable working with high school students from diverse, but sometimes disadvantaged backgrounds. Your evaluation of this applicant will be closely examined (along with other factors) during the program admissions process. Please return the completed recommendation to

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Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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