Overview
The Tutor Counselor (TC) is the primary facilitator of the participant experience during the Upward Bound Summer program. This summer of 2015 Upward Bound will bring approximately 30 high school students that qualify as low income and first generation college bound to Cornell University for 6 weeks of academic, co-curricular and extracurricular activities, intended to grow their knowledge and understanding of what it takes to be successful in college while preparing for their next year in high school. Upward Bound is grant funded by the Federal Department of Education’s TRiO Programs.

Organization
4 Tutor Counselors are hired and directly supervise 30 high school student participants, with a focus on 10 “assigned” participants. TCs are supervised and supported by the Summer Program Coordinator (SPC), Assistant Director (AD) and Director.

Responsibilities & Expectations
This position is an integral part of the summer program staff. Serving as a role model for participants, and the front line of all programmatic supervision this position will, but is not limited to:

Overarching Responsibilities
• Create and/or use daily opportunities to promote individual growth of participants and the UB community
• Provide consistent and effective leadership to high school students through role modeling
• Assure immediate and complete disclosure of participant and staff concerns to SPC, AD and Director
• Be a participating member of the Upward Bound community, and accessible at all times unless prior approval is granted
• Remain accessible to staff via program provided cell phone during entire summer session
• Participate in weekly meetings as assigned
• Provide motivation to ensure Upward Bound runs on schedule

Academic Responsibilities
• Attend and be engaged in daily classes as assigned with participants
• Support Teacher efforts in classes by assisting in monitoring of student behaviors and encouraging engagement
• Keep track of class progress and daily assignments and relay information to fellow Tutor Counselors
• Facilitate study sessions for assigned group of 8-10 participants
• Keep current records of student progress to ensure all students are up to date with coursework and prepared for class activities and exams
• Implement creative solutions to help students reach their full potential

Programming Responsibilities
• Create and facilitate weekly programming activities as assigned during staff training
• Supervise activities and participate as appropriate
• Provide supervision to participants during all Upward Bound activities
• Lead weekly community service and college visit trips (requires driving 12 passenger vans)

Residential (13 days 6/28/15 ~ 7/10/15)
• Assist in preparing the dorm and rooms for participant arrival, and complete “break-down” of the facility at the end of the residential portion of the summer program
• Provide daily monitoring and upkeep of residential facility, reporting issues as they arise to SPC
• Ensure a safe and healthy residential environment by pro-acting situations, helping to maintain proper supervision, and supporting participants

Non-Residential (4 weeks Monday – Friday 7/13/15 – 8/6/15)
• Provide daily transportation for participants to and from their home towns of Newfield, Spencer, Van Etten, Groton or Elmira, NY (requires driving 12 passenger vans)
• Help organize and facilitate overnight trip during week 5 of the program (7/28 – 7/31)
• Support staff and student efforts to maintain community balance and connectedness through the daily interactions of student participants

Policy Enforcement

• Adhere to and enforce all laws, University regulations, Campus Life and Upward Bound policies and rules
• Address issues/infractions with participants immediately as they arise, follow up when necessary & report to SPC
• Educate and support participants in understanding the purpose behind and importance of laws, rules and guidelines
• Provide written documentation of policy infractions and follow through on issues with SPC

Miscellaneous

• Provide teachable moments to participants to grow the Upward Bound culture in a positive direction
• Keep daily notes on each assigned student
• Complete end of program evaluation for each assigned student, the TC position and the overall program
• Maintain healthy personal habits to avoid burn out, TCs are expected to be “on” at all times
• Other duties assigned as dictated by programmatic, staff and participant need

Time Commitment

Position will begin June 22nd, 2015.
Tutor Counselor Training begins June 22nd and ends June 26th, 2015.
Residential Program Begins June 28th and ends by 8pm on July 10th. Please note the program will run through the July 4th holiday – all staff are required to work.
Non Residential Program begins July 13th and ends August 6th - includes overnight trip July 28th – July 31st.

The TCs will have the following time off:
Saturday, June 27th
Weekly time off during the Non-Residential Program begins daily after van transport returns and paperwork is completed (except during overnight trip dates) and Friday afternoon after van transport returns to Sunday 6pm staff meeting.
Please be aware - there is no time off, and very limited down time during the typical program day.

Position ends August 7th 2015 when supplies are accounted for, inventoried and properly stowed, reports have been submitted & keys turned in.

Qualifications

The ideal candidate will have:

• Valid Driver’s License for 3 years
• Experience working with a diverse student population
• Excellent written and oral communication skills
• Pride in doing their best work, with the determination to see through long days and difficult situations
• Experience with summer programming for high school students
• Ability to handle multiple responsibilities and follow through consistently
• A system of organization that works well for them, and translates effectively to others
• Determination to be successful in an extremely demanding position for the entire 6 weeks

Remuneration
$2,500 Salary for 7 weeks of employment. Room and board are provided during the residential portion of the program. A modified dining plan is provided during the non-residential portion of the program. All expenses are paid for overnight trip. Meals are also provided during training week. Assistance in securing housing for the non-residential 4 weeks is provided.

Application Process
Applications will be accepted and interviews will be done on a rolling basis. Priority deadline for applications is **April 6th**. To apply, please send resume, cover letter, 2 letters of recommendation and detailed answers to the questions below to:

By mail:
Lois Ann Davis, Program Assistant Upward Bound
200 Barnes Hall, Ithaca, NY 14853

Electronically:
lad256@cornell.edu

Application Questions

1. What is the most important thing you’d like to see our UB participants take away from their summer at Cornell?
2. Please provide an example of your personal best leadership experience.
3. How would you benefit from the Tutor Counselor position with the Upward Bound program?

Questions?
Please contact Lois Ann Davis via email at lad256@cornell.edu