

TUTOR APPLICATION

West Virginia University Upward Bound

Upward Bound is a federally-funded TRIO program designed to help high school students overcome academic, socioeconomic, social, and cultural barriers to higher education. The primary goal of the program is to help students prepare for college, both academically and socially, and to keep them enrolled once there.

Upward Bound is seeking **Academic-Year Tutors** to meet with program participants on an individual and small-group basis at the students' local high schools each week during the school year. WVU Upward Bound staff will provide transportation for tutors to the participating high schools each week. Tutors must be successful West Virginia University students, with expertise in study skills and specified academic content areas. Additionally, tutors should be flexible, patient, and sensitive to the specific needs of the Upward Bound student population.

MINIMUM QUALIFICATIONS:

- ❖ Undergraduate or graduate student at WVU.
- ❖ Cumulative grade-point average of 2.75 on a 4.0 scale.
- ❖ Completion of a background check with acceptable results (UB will provide the background check prior to hiring).
- ❖ Ability to tutor high school subjects through 12th grade in humanities (English, social studies, foreign language, etc.) STEM (math through pre-calculus, science through physics), and/or study skills.

APPLICATION PROCESS:

Applicants must submit a **completed application**, a **resume**, an **academic transcript** (may be unofficial), a **copy of your class schedule** from STAR, and **two references** (either contact information or letters) from an instructor, employer, staff member, or person who can speak to your abilities and/or character. Applications are available online: <http://upwardbound.wvu.edu/student-employment>. Finalists will be selected for an interview. If no vacancies are available, applications will be kept on file for one year from the date of submission and will be considered for future openings. Please submit all application materials to the WVU Upward Bound office (3rd Floor 322B, Student Services Center) or via email to UpwardBound@mail.wvu.edu or lsouthe1@mail.wvu.edu.

TERMS OF EMPLOYMENT:

Tutor hiring range is \$8.75-9.75 per hour based on experience and budget funds. Employment is conditional based on acceptable results of a background check and completion of required training. Employment is contracted for one semester, with subsequent employment contingent upon satisfactory performance evaluations and academic need in specific content areas.

RESPONSIBILITIES:

- ❖ Attend your scheduled tutor sessions (Upward Bound provides transportation).

Afternoon shifts are available on Wednesdays and Thursdays, with priority given to those applicants who can work on Thursdays from 2:15-5:15 pm.

You do not have to work everyday—depending on your class schedule, you can choose which tutoring day(s) work for you at the beginning of the semester.

- ❖ Complete and submit all forms as directed.
- ❖ Arrive on time and utilize all of the scheduled time for tutoring and instruction.
- ❖ Use interactive tutoring techniques.
- ❖ Provide peer advising, study skill instruction, and tutoring, when appropriate.
- ❖ Attend staff meetings and training sessions as requested.

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Please type or print legibly, in black or blue ink. Additional pages may be attached, if needed.

Name: _____ WVU Student ID Number: _____

Local Address: _____

Phone Number: _____ Email: _____

Rank/Class Year: _____ Major: _____

Cumulative GPA: _____ GPA Last Semester: _____

Anticipated Graduation Date: _____ Date of Birth: _____

Which day(s) are you applying for: **Wednesdays** **Thursdays**
 (circle all that apply)

Are you currently employed as a graduate teaching or research assistant? YES / NO

If yes, please list the department and hours/week. _____

Do you have Federal Work Study? YES / NO

Please specify what subject areas you feel qualified to tutor at a high school level. Include the WVU course numbers if applicable, and grades you obtained, in courses which demonstrate your ability in these subjects.

<u>High School Subject</u>	<u>Relevant College-Level Courses in Subject Area</u>	<u>Grade Earned</u>

TUTOR APPLICATION (CONTINUED)
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Please list current and past job experience below, including relevant volunteer work.

<u>EMPLOYER</u> (Name, Address, Phone)	<u>YOUR JOB</u> <u>TITLE</u>	<u>JOB DUTIES</u>	<u>DATES</u> <u>EMPLOYED</u>

Please summarize any past experiences, interests, and/or qualifications that could demonstrate your competency as an Upward Bound Tutor:

Describe key study skills/study tips you have learned in college that could assist a high school student who is struggling academically:

I verify that all of the information contained in this application is true, and I authorize Upward Bound to solicit any pertinent information regarding my candidacy including verifying grades and enrollment information.

Signature

Date

RETURN COMPLETED APPLICATION, RESUME, TRANSCRIPT, SCHEDULE, AND TWO REFERENCE CONTACTS TO:

Upward Bound--West Virginia University
 PO Box 6891
 Student Services Center 3rd Floor 322B
 Morgantown, WV 26506-6891
 304-293-6199 (phone)
 304-293-4619 (fax)

UpwardBound@mail.wvu.edu or lsouthe1@mail.wvu.edu
<http://upwardbound.wvu.edu/student-employment>