**Tutoring Job Description and Application**

**University of Iowa Upward Bound**

**The Upward Bound Project** is a federal TRIO program that helps first-generation and low-income high school students prepare for postsecondary education. We empower students to advocate for their education and achieve their postsecondary goals.

**Job Description:**

* Meet with students on a one-to-one or small-group setting to give learning assistance.
* Inform a Specialist at least 24 hours in advance if you are not able to keep your schedule or need to change your semester schedule.
* Take weekly attendance for all tutoring sessions and report if student(s) misses two appointments in a row or routinely arrive to their session late.
* Wait at least 15 minutes for student to appear for their appointment. If student does not appear for their appointment, tutors may elect to use the remaining session time to prepare for other tutoring sessions.
* Attend mandatory tutor-training sessions.
* Complete a tutor report form after every tutoring session giving details about topics addressed, highlights, concerns and any other important notes. These must be submitted to the Upward Bound Office weekly.

**Job Requirements:**

* Completion of the chosen tutoring course(s) earning a grade of at least a “B”.
* Overall GPA of 2.5.
* Good interpersonal communication skills and ease in relating to people from varying educational, cultural, and social backgrounds.
* Excellent level of responsibility, reliability, punctuality, and patience.
* Appropriate and professional behavior at all times.
* Must be able to transport yourself to the available tutor sites.

*The University of Iowa values diversity among students, faculty, and staff and believes that a rich diversity of people and the many points of view they bring serve to enhance the quality of the educational experience at the University of Iowa.*

*The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, national origin, age, sex, pregnancy, sexual orientation, gender identity, genetic information, religion, associational preference, status as a qualified individual with a disability, or status as a protected veteran.*

**Appropriate background checks (e.g. criminal background and credential checks) will be conducted.**

If you are interested in a tutoring position, please complete and submit the attached application. Please direct any questions to Wisdom Nwafor at (319) 335–6681 or [wisdom-nwafor@uiowa.edu](mailto:wisdom-nwafor@uiowa.edu).



**Tutoring Application**

**University of Iowa Upward Bound**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Current Year:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUBJECTS you are interested in tutoring:**

*Check all that apply. Write in the name of specific class, topic/unit (if applicable) on the line.*

□ English (reading) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ English (writing/essays) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Math \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Science \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Social Sciences \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Foreign Language \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Test prep/study skills/organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Other subject(s) not listed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SITES where you are interested in tutoring:**

*Check all that apply.*

□ West Liberty High School ***(Tues 3:30pm – 5:30pm)***

□ Columbus Community High School ***(Wednesday 3:30 – 5:30pm)***

□ Muscatine High School ***(Thurs 3:30pm– 5:30pm)***

**Do you have transportation to and from the school site(s)?**

□ Yes

□ No

**Why are you interested in tutoring with Upward Bound?**

**What time/date are you available for an interview?**

***Submit all completed applications to Upward Bound, 24 Phillips Hall, Iowa City, IA 52242***