



2012 SUMMER SESSION
TUTOR-COUNSELOR APPLICATION
EOP PRE-COLLEGE DIVISION
Upward Bound and Upward Bound Math & Science



The Marquette University EOP Pre-College Division seeks motivated and responsible college students to serve as tutor-counselors for its Upward Bound and Upward Bound Math & Science programs for the 2012 summer. The Tutor-Counselor (TC) position involves mentoring and providing leadership to first-generation, income-eligible college-bound teens who attend Milwaukee area high schools. The position begins June 19 and runs through August 4. Tutor-counselors are expected to be excellent communicators, responsible, and conscientious.

Upward Bound Commuter Tutor-Counselor: On a daily basis, tutor-counselors are expected to assist teachers and professional counselors, monitor student behavior in program activities, provide counsel to a caseload of (10-15) students in appropriate behavior, program expectations, and high-school to college transition issues, and tutor students both in the classroom and in supervised study. Commuting tutor-counselors are expected to be available during the day and for some evening/weekend trips/activities. *Please note that certain activities may be overnight or entire weekend trips.* Responsibilities outside the program should not interfere with the hours expected to work or the job performance.

Upward Bound Residential Tutor-Counselor: In addition to the responsibilities of the commuter tutor-counselor stated above, a residential tutor-counselor monitors evening activities and curfew for residential students and is expected to be on campus 24 hours a day, Monday through Friday afternoon, with some weekend responsibilities (certain activities are entire weekend trips), and chaperones an end-of-summer, week-long, out-of-town college tour. The program covers all room and board expenses. *The residential tutor-counselor position is very rigorous and time demanding; consequently, applicants are expected **not** to have **any** additional job responsibilities during the program's six weeks.*

Upward Bound Math & Science Residential Tutor-Counselor: In addition to the residential tutor-counselor description above, a UBMS residential tutor-counselor works with students on developing skills in science and mathematics. A UBMS tutor-counselor should possess an aptitude for math or science, ideally holding a major in one of the fields, and be effective at explaining mathematical and scientific concepts.

All applicants must be in good academic standing with a minimum 2.5 cumulative grade point average. Applications should be dropped off to Marquette Hall, Room 409, or mailed to:

**EOP – Pre-College
Marquette University
P.O. Box 1881
Milwaukee, WI 53201-1881
Attn: T Ullrich**

Interviews will be scheduled and conducted as completed applications arrive; applicants will be notified of their appointment by early May. If you have any questions or concerns, contact the office at 414.288.7368.

A Typical EOP Pre-College Day
Upward Bound and Upward Bound Math & Science

<u>Time</u>	<u>Commuter TC</u>	<u>Residential TC</u>
7:00 am	Breakfast duty	Breakfast duty
8:00am-Noon	Assist in classrooms	Assist in classrooms
Noon-1:00 pm	Lunch duty	Lunch duty
1:00 pm-3:30 pm	Duties include supporting Goaltending classes and activities, tutoring, and/or serving as a teacher's aide.	Duties include supporting Goaltending classes and activities, tutoring, and/or serving as a teacher's aide.
3:30 pm-5:00 pm	Duties include supervising extracurricular activities, teaching art classes, or duties as assigned.	Duties include supervising extracurricular activities, teaching art classes or duties as assigned.
5:00 pm-6:00 pm	Dismissed for the day unless there is an activity scheduled.	Dinner Duty
6:00 pm-8:00 pm		Supervised study
8:00 pm-10:00 pm		Student free time: TCs monitor students on the floor, at Rec Center, or other places on campus.
10:00 pm until Morning		Supervise dorm floors, monitor halls, ensure that students are in rooms and following rules listed in EOP Pre-College Handbook.
Fridays 4:30-8:30	Chaperone students on scheduled trips.	Chaperone students on occasional Friday trips. Students are dismissed to go home after Friday trips unless otherwise indicated.
Saturdays and Sundays	Off unless a trip scheduled on the calendar	Off unless a trip scheduled on the calendar or if it is the residential weekend.

**If you are unable to fulfill the obligations of this tutor-counselor position—its hours or work demands—
or if you anticipate scheduling conflicts, please do not apply.**

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**Please submit this application, a resume, and a copy of an unofficial college transcript
on or before Friday, April 6th, 2012**

1. Name _____ SSN _____
2. Current Address _____ City/State/Zip _____
Current Telephone Number _____
Home Address _____ City/State/Zip _____
Home Telephone Number _____ E-mail _____
3. College _____ Major _____
4. Year in College _____ Degree Hours Completed _____
5. Overall Grade Point Average _____
6. There will be **mandatory**, day-long training and orientation sessions June 19th – 22nd, 2010. Will you be able to attend?
_____ Yes _____ No
7. I am applying for the position of (list in order of preference):
_____ Commuter Upward Bound (**UB**) Tutor-Counselor \$
_____ Residential Upward Bound (**UB**) Tutor-Counselor \$
_____ Residential Upward Bound Math & Science (**UBMS**) Tutor-Counselor \$
_____ EOP Pre-College General Office Assistant \$
8. Please list the mathematics, engineering, science, computer, and English courses you have completed.

Course Number and Name	Semester Course Completed	Grade

9. Why do you want to be a tutor-counselor?

10. Our program goals are to strengthen academic and study skills and to foster and reinforce responsible behavior, a strong work ethic, and the desire to attend college. What knowledge and/or experience do you possess that enhances your qualifications to help students and the program meet these goals?

11. Describe any your have had experience working with low-income, first-generation students.

12. Have you ever been convicted of a crime other than a minor traffic violation? Yes No

If yes, give date(s), offense(s), charge(s). _____

13. Do you have a valid driver's license? ___ Yes ___ No
14. Have you had any moving violations in the last 36 months? ___ Yes ___ No
15. Would you be willing to submit to a background check? ___ Yes ___ No
16. List your interests, hobbies, or special talents. During the summer, EOP Pre-College students are encouraged to take an art, dance, or other extracurricular class taught by staff. Would you be interested in leading a class? If so, what type of arts class and what is your experience with the topic?

17. Please provide any additional information you feel we should know in evaluating your application.

REFERENCES:

List two references and include **one recommendation letter** from a previous employer, teacher, or community leader.

Reference #1:

Name: _____

Relationship: _____

Day-time phone number: _____

Reference #2:

Name: _____

Relationship: _____

Day-time phone number: _____

Recommendation letter provided by:

Name: _____

Relationship: _____

The information provided in my application is true to the best of my knowledge, and I give the EOP Pre-College Division permission to verify this information with the Registrar at applicant's university or with other entities.

Signature

Date

Application deadline: Friday, April 6th