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

<table>
<thead>
<tr>
<th>Time</th>
<th>Commuter TC</th>
<th>Residential TC</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 am</td>
<td>Breakfast duty</td>
<td>Breakfast duty</td>
</tr>
<tr>
<td>8:00am-Noon</td>
<td>Assist in classrooms</td>
<td>Assist in classrooms</td>
</tr>
<tr>
<td>Noon-1:00 pm</td>
<td>Lunch duty</td>
<td>Lunch duty</td>
</tr>
<tr>
<td>1:00 pm-3:30 pm</td>
<td>Duties include supporting Goaltending classes and activities, tutoring, and/or serving as a teacher’s aide.</td>
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</tr>
<tr>
<td>3:30 pm-5:00 pm</td>
<td>Duties include supervising extracurricular activities, teaching art classes, or duties as assigned.</td>
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</tr>
<tr>
<td>5:00 pm-6:00 pm</td>
<td>Dismissed for the day unless there is an activity scheduled.</td>
<td>Dinner Duty</td>
</tr>
<tr>
<td>6:00 pm-8:00 pm</td>
<td></td>
<td>Supervised study</td>
</tr>
<tr>
<td>8:00 pm-10:00 pm</td>
<td></td>
<td>Student free time: TCs monitor students on the floor, at Rec Center, or other places on campus.</td>
</tr>
<tr>
<td>10:00 pm until Morning</td>
<td></td>
<td>Supervise dorm floors, monitor halls, ensure that students are in rooms and following rules listed in EOP Pre-College Handbook.</td>
</tr>
<tr>
<td>Fridays 4:30-8:30</td>
<td>Chaperone students on scheduled trips.</td>
<td>Chaperone students on occasional Friday trips. Students are dismissed to go home after Friday trips unless otherwise indicated.</td>
</tr>
<tr>
<td>Saturdays and Sundays</td>
<td>Off unless a trip scheduled on the calendar</td>
<td>Off unless a trip scheduled on the calendar or if it is the residential weekend.</td>
</tr>
</tbody>
</table>
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.
2012 SUMMER SESSION
TUTOR-COUNSELOR APPLICATION
EOP PRE_COLLEGE DIVISION
Upward Bound and Upward Bound Math & Science

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 $ 2,100
   _____ Residential Upward Bound (UB) Tutor-Counselor $ 2,600
   _____ Residential Upward Bound Math & Science (UBMS) Tutor-Counselor $ 2,600
   _____ EOP Pre-College General Office Assistant $ 2,100

8. Please list the mathematics, engineering, science, computer, and English courses you have completed.

<table>
<thead>
<tr>
<th>Course Number and Name</th>
<th>Semester Course Completed</th>
<th>Grade</th>
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</table>
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 experience you have had 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