The Marquette University EOP Pre-College Division seeks motivated and responsible college students to serve as tutor-counselors (TC’s) for its Upward Bound Programs (Classic and Math Science) programs for the 2022 summer session, June 20th – July 29th. The positions require an interest in developing the college-ready skills of first-generation, income-eligible teens from Milwaukee’s inner city and area high schools. TC’s monitor students’ interpersonal skills and serve as teaching assistants, role models and mentors. These positions also entail being available to supervise students on a variety of field trip opportunities. TC’s are expected to be excellent communicators, responsible, and conscientious. Pre-college positions require ability to work independently, be a positive and enthusiastic mentor for students, be flexible in order to best meet student need and be willing to be part of a dynamic team of creative and energetic individuals.

**Tutor-Counselors, Commuter:**

Commuter tutor-counselors assist professional counselors in monitoring student behavior in academic and social program activities (in and out of classroom) and provide counsel to students regarding appropriate behavior, program expectations, and high school-to-college transition issues. TC’s also work with precollege instructors during the planning and delivery of instructional activities inside the classroom and out. TC’s assist professional counselors organize and deliver supervised study and Goaltending sessions, a personal development, college awareness, fine art classes and financial literacy program. Commuter TC’s are expected to be available during the day and for occasional evening activities. Commuter TC’s track meal attendance and ensure student compliance with meal guidelines. 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 job performance.

**Tutor-Counselors, Residential:**

In addition to commuter student responsibilities, residential tutor-counselors (TC’s) are responsible for the EOP pre-college student residence hall experience—supervising the floors and common areas, monitoring student activity in residence hall recreation areas, organizing and administering extracurricular activities (e.g. daily recreation activities/tournaments, discussion groups and fine art classes), and enforcing curfew and other program rules. Other responsibilities include supervising weekend trips and chaperoning an end-of-summer, week-long, out-of-town college tour. In addition to a summer stipend, the program covers all room and board expenses for the duration of the appointment.

TC’s also work with precollege instructors during the planning and delivery of instructional activities inside the classroom and out.
Tutor-Counselor Application

2022 Summer Session

EOP Pre-College Division, Upward Bound Programs (Classic & Math Science)

Please submit this application, a resume, and a copy of a college transcript (unofficial) by Friday, March 11, 2022

1. Name____________________________ SSN________________________ Gender: Male or Female

2. Current Address____________________________ City/State/Zip________________________
   Current Telephone Number__________________________ Cell Phone_________________
   Home Address____________________________ City/State/Zip_______________________
   Home Telephone Number_________________________ Email________________________

3. College____________________________ Major____________________________

4. Year in College____________________________ Degree Hours Completed________________________
   Overall Grade Point Average________________

5. Marquette ID: __________________ Have you ever worked on campus? ____ Yes ____ No

6. I am applying for the position of (list in order of preference):
   ___ Commuter Tutor-Counselor (TC), $2,450
   ___ Residential Tutor-Counselor (TC) $3,000
   ___ Office Associate (MU Student) $2,450
   ___ Resident Assistant (RA) $3,400

7. Please list the mathematics, engineering, science, computer, foreign language and English courses you have completed.

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<th>Course Number and Name</th>
<th>Semester</th>
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8. Why do you want to work with EOP Pre-college students and staff?

   ____________________________________________________________________

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

   ____________________________________________________________________
10. Describe any experience you have had working with low-income, first-generation students.

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

11. 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).

12. Would you be willing to submit to a background check?  ____ Yes  ___  No

13. List your interests, hobbies, or special talents. During the summer, EOP pre-college students are encouraged
to take a visual art, choir, dance, spoken word or other extracurricular class taught by staff. What area would you
like to Facilitate? What is your experience with the topic?

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

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

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

REFERENCES:
List two references from a previous employer, teacher, or community leader.

Reference #1:
Name: ____________________________________________
Relationship: ______________________________________
Day-time phone number: ________________________________
Email Address: ______________________________________

Reference #2:
Name: ____________________________________________
Relationship: ______________________________________
Day-time phone number: ________________________________
Email Address: ______________________________________

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