ABOUT THIS ROLE

Thank you for your interest in the tutoring position with Upward Bound! The Upward Bound Tutor provides academic assistance to small groups of high school students during the school year at the College Club sessions after school. College Club sessions take place at Ypsilanti Community High School from Monday through Thursday. Tutors must be available from 3:00pm-5:00pm. Assistance is needed on any of the four days, but tutors must commit to tutor two days out of the week. Consistent attendance to tutoring sessions is expected. Upward Bound provides transportation for tutors to and from the high school, if needed.

Qualifications

- Be an undergraduate student at Eastern Michigan University
- Have a minimum cumulative GPA of a 2.8
- Be in good standing with EMU
- Preference is given to students who have work-study awards

Position Responsibilities

- Participate in tutor training at the start of each new school year.
- Provide tutoring services at least twice a week to program participants.
- Assist students with subject content according to individual strengths.
- Learn and be able to help students with study strategies and techniques.
- Document daily student progress.
- Assist with program activities at monthly Group Meetings.
- Attend monthly tutor staff meetings.
- Other duties as assigned.

Personal Development Objectives for this Position

Students in this role will develop skills in the following areas:

- Mentoring
- Motivational coaching
- Fostering grit and resilience in students
- Rapport building
- Record keeping
- Study skills

APPLICATION CHECKLIST

Please staple all application materials together.

☑ Completed application (attachment)
☑ Printed unofficial transcript (if you are a first-year student, please submit a copy of your high school transcript)
☑ Resume
☑ Cover letter

Please staple all application materials together.

Applications are DUE Friday, September 12th by 5:00pm in 201 Boone Hall.
Date __________________________ Position of interest __________________________

I  PERSONAL INFORMATION

Name __________________________________________

Last First Middle Name Date of Birth __________________________

Social Security # __/_/___ - __/_/___ Are you a citizen of the United States? □ Yes □ No Are you a permanent resident? □ Yes □ No

If no, list your visa # ____________________ Type ____________________ Expiration date ____________________

Present address __________________________________________

Street City State Zip __________________________________________

Home address __________________________________________

Street City State Zip __________________________________________

Telephone # (daytime) (___) _______-__________________________ Cell # (___) _______-__________________________ Email __________________________________________

Emergency contact __________________________________________

Emergency telephone # (___) _______-__________________________

How did you learn about employment with EMU? □ Advertisement □ On-Campus Posting □ Job Fair □ Other Employees □ Web Page □ Other (please explain) __________________________________________

Are you under 18 years of age? □ Yes □ No If yes, do you have a work permit? □ Yes □ No

NOTE: The permit must be presented before starting work.

Have you ever been convicted of a felony? □ Yes □ No If yes, describe the nature of the offense, the sentence, and the date of sentencing:

________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________

Do you qualify for work Study? □ Yes □ No Do you have a valid Driver’s License? □ Yes □ No

II  EDUCATIONAL HISTORY

Did you attend school under your present name? □ Yes □ No If no, please give name________________________________________

<table>
<thead>
<tr>
<th>School</th>
<th>Name and address</th>
<th>Years Completed</th>
<th>Date last Attended</th>
<th>Did you Graduate?</th>
<th>GPA</th>
<th>Major &amp; Minor</th>
<th>Degree received</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td>Name __________________________</td>
<td>1 2 3 4 mo. yr.</td>
<td>□ Yes □ No</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>__________________________</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>City State</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College or Trade School</td>
<td>Name __________________________</td>
<td>Credits Earned</td>
<td>□ Yes □ No</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>__________________________</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>City State</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College or Trade School</td>
<td>Name __________________________</td>
<td>Credits Earned</td>
<td>□ Yes □ No</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>__________________________</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>City State</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate School</td>
<td>Name __________________________</td>
<td>Credits Earned</td>
<td>□ Yes □ No</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>__________________________</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>City State</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
III

EMPLOYMENT HISTORY
Must be completed fully • Start with most recent employer

1. Employer____________________________________  Address _________________________________________________________________
   From___________________ To__________________         Starting wage/salary____________  Last wage/salary______________________
   Mo.               Yr.               Mo.               Yr.
   Job title____________________________________    Duties___________________________________________________________________
   Number of people supervised_________________   Reason for leaving___________________________________________________
   Immediate supervisor__________________________   Title___________________________________Phone number______________________

2. Employer___________________________________  Address _____________________________________________________________
   From___________________ To_______________     Starting wage/salary___________________  Last wage/salary______________________
   Mo.               Yr.               Mo.               Yr.
   Job title_____________________________________  Duties____________________________________________________________________
   Number of people supervised_________________   Reason for leaving__________________________
   Immediate supervisor___________________________   Title__________________________________Phone number______________________

3. Employer____________________________________  Address ________________________
   From___________________ To__________________ Starting wage/salary________________  Last wage/salary________________
   Mo.               Yr.               Mo.               Yr.
   Job title_____________________________________  Duties___________________________________________________________________
   Number of people supervised_________________   Reason for leaving_________________________________________________________  
   Immediate supervisor__________________________   Title___________________________________Phone number______________________

Did you work under your present name? □ Yes   □ No   if no, please give name____________________________________________________

Indicate by number any of the above employers you do not wish us to contact ________
Why? __________________________________________________________________________________________________

IV

SKILLS AND ABILITIES
Check any of these subject areas in which you could tutor (assist with high school coursework) students.

☐ English composition  ☐ Biology  ☐ Geography
☐ Literature  ☐ Earth Science  ☐ Accounting
☐ French  ☐ Anatomy & Physiology  ☐ Business
☐ Spanish  ☐ Biology  ☐ Economics
☐ Algebra  ☐ Chemistry  ☐ Other
☐ Advanced Algebra  ☐ Physics  ☐ Other ___________________
☐ Trigonometry  ☐ Social Studies  ☐ Other ___________________
☐ Geometry  ☐ American Government  ☐ Other ___________________
☐ Pre-Calculus/Calculus  ☐ U.S. History  ☐ Other ___________________
☐ Computer applications  ☐ World History

1. List other skills/abilities which you feel would qualify you for this position:__________________________________________________
____________________________________________________________________________________________________________________

2. List any personal or professional certifications, awards, or accomplishments you have achieved:
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________

3. List any activities/organizations/clubs you are involved in on campus or in your community:
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________
V  SCHEDULE

List hours available to work:

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Tuesday</td>
<td>Wednesday</td>
<td>Thursday</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>

VI  PERSONAL REFERENCES

(List persons – other than relatives – likely to know your work skills and abilities)

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.___________________</td>
<td>______________</td>
<td>______________</td>
</tr>
<tr>
<td>2.___________________</td>
<td>______________</td>
<td>______________</td>
</tr>
<tr>
<td>3.___________________</td>
<td>______________</td>
<td>______________</td>
</tr>
</tbody>
</table>

ALL APPLICANTS MUST CAREFULLY READ AND SIGN BELOW

I acknowledge that the information I have provided in this application is true to the best of my knowledge. I understand that hiring decisions will be based on this information and if at any time the information provided (in part or in its entirety) is found inaccurate, I may be immediately discharged for that reason alone.

I authorize EMU to investigate my past employment and the information contained herein. I authorize a background check through the state of Michigan. I release from liability all persons, or employers, supplying such information. I understand that such information may also include a record of disciplinary action assessed me by my previous employers, and hereby release such parties from any obligation to notify me of these investigations of my background. I understand that if hired I will be expected to abide by all policies and procedures outlined by the Upward Bound program and Eastern Michigan University.

________________________________________  ________________
Signature of Applicant                     Date

The Upward Bound program is sponsored by Eastern Michigan University through a grant funded by the U.S. Department of Education Office of TRIO Programs.

Policy on Non-Discrimination

Eastern Michigan University shall not discriminate against any person because of race, color, creed, religion, national origin, gender, age, disability, or sexual orientation. The University shall work for the elimination of improper discrimination in the areas listed above in (1) organizations recognized by the University, and (2) from non-University sources where students and employees of the University are involved.

Equal Opportunity Policy

Eastern Michigan University admits students of either sex, and any race, color, or national or ethnic origin to all the rights, privileges, programs and activities accorded to students of the University. The University does not discriminate against students on the basis of sex, race, color, or national or ethnic origin in the administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and other University-administered programs.

For Office Use Only

______ 1  __________ ID  ________________________________
______ 2  ________________________________
______ 3  ________________________________