**LE MOYNE COLLEGE**

**UPWARD BOUND**

**TUTOR COUNSELOR JOB DESCRIPTION**

**DUTIES AND RESPONSIBILITIES**

A Tutor Counselor (TC) is an undergraduate/graduate student, with the sensitivity to deal with the needs and concerns of students from diverse social, economic or educational backgrounds. The TC's primary role will be to support Le Moyne College Upward Bound philosophy and to reflect this in a cooperative relationship with staff and students. In addition, the TC will serve as a peer tutor and Supplemental Instruction leader. The role of a TC can be either virtual or in-person on the Le Moyne Campus.

In order to carry out these responsibilities, a TC must possess strong organizational and communication skills, have the ability to work independently, and must be flexible and creative. Also, a TC must possess demonstrated expertise in a specific subject area, with a minimum grade point average of 2.75 or better in that subject area. Specific responsibilities of an Upward Bound Tutor Counselor are as follows:

 1. To support program philosophy and reflect this in cooperative relationships with staff and students.

 2. To serve as an academic tutor and peer counselor to a designated group of students by providing counselees with direction, guidance, companionship, support, encouragement and friendly assistance.

 3. To develop a wholesome rapport with designated counselees in particular, as well as all other student participants.

 4. To provide motivation for students by their own continued academic success in post-secondary education, and by displaying other positive behaviors necessary to make them role models.

 5. To advise and/or give suggestions about choices/courses of action that will lead to students making decisions that will enhance their positive growth and development.

 6. To supply the Academic Coordinator with periodic written reports evaluating designated students' academic, social and personal growth.

 7. To preserve the confidential nature of student records and information.

 8. To readily seek guidance from the Academic Coordinator and/or Director relating to solving problems of designated counselees when in doubt as to how to handle situations beyond their realm of experience.

9. To participate actively in all pre- and in-service workshops and seminars geared to Tutor

 Counselor Development.

10. To be supportive of other Tutor Counselors and Upward bound staff.

11. To assist instructors with preparation of classroom materials.

(over)

12. Attend regularly scheduled courses in order to effectively assist students with problems and assignments.

13. Maintain and organize the staff office in the academic hall.

14. Maintain an accurate key inventory system for designated groups of students.

15. Attend staff training and meetings as required.

16. To assist Upward bound staff with other program responsibilities as assigned.

**Minimal Qualifications**:

- completed at least 45 hours of college credit

- maintained at least a 2.5 overall G.P.A. (2.75 in subject matter for tutoring)

**Compensation:** $13 an hour

**LE MOYNE COLLEGE**

**UPWARD BOUND PROGRAM**

**Website: lemoyne.edu/upward\_bound**

**TUTOR COUNSELOR APPLICATION 2021-2021 ACADEMIC YEAR**

**NAME:**

 Last First M.I.

**CAMPUS/LOCAL ADDRESS:**

 City State Zip Code

**PERMANENT ADDRESS:**

 City State Zip Code

**PHONES**

**(campus/local):**  **(home):**  **(cell):**

**SOCIAL SECURITY #:**  **EMAIL ADDRESS:**

**GENDER: M**   **F**   **DATE OF BIRTH:**  **YEAR IN SCHOOL:**

**COLLEGE MAJOR:** **GPA IN MAJOR:**  **CUM GPA:**

**EXPECTED SEMESTER FOR STUDENT TEACHING (IF APPLICABLE)**

**EXPECTED DATE OF GRADUATION:**

# HAVE YOU WORKED FOR THE LE MOYNE COLLEGE HEPP/ UPWARD BOUND PROGRAM BEFORE?

**Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when and in what capacity?**

**PLEASE LIST ANY EMPLOYMENT EXPERIENCE YOU FEEL IS RELATED TO TUTORING OR COUNSELING. PLEASE BE SPECIFIC:**

|  |  |  |  |
| --- | --- | --- | --- |
|  **EMPLOYER** |  **POSITION** |  **DATE OF** **EMPLOYMENT** |  **DUTIES** |
|  |  | **From:** |  |
|  |  | **To:** |  |
|  |  | **From:** |  |
|  |  | **To:** |  |

**- OVER -**

**PLEASE EXAMINE THE COURSES LISTED BLEOW. CONSIDER YOUR KNOWLEDGE IN EACH SUBJECT AND HOW COMFORTABLE YOU WOULD BE TUTORING IN THAT AREA. RATE EACH SUBJECT 1 (NOT VERY COMFORTABLE) THROUGH 5 (VERY COMFORTABLE).**

**MATH: Algebra I**   **Geometry**  **Algebra II**

 **Pre-Calculus**   **Calculus**

**SCIENCE: Living Environment** **Earth Science**   **Biology**

 **Chemistry \_\_\_\_\_\_\_\_ Physics \_\_\_\_\_\_\_\_** **Forensics**

**SOCIAL Global Studies**  **U.S. History**  **Government/Economics**

**STUDIES:**

**ENGLISH: Writing**  **Reading \_\_\_\_\_\_ Research Papers \_\_\_\_\_\_**

**LANGUAGE:**  **French \_\_\_\_\_\_\_ Spanish** \_\_\_\_\_\_\_ **English as a New Language \_\_\_\_\_\_**

**JR/SR SEMINAR: College Applications & Essays \_\_\_\_\_\_ SAT Reading & Writing \_\_\_\_\_ SAT Math \_\_\_\_\_**

**BRIEFLY DESCRIBE ANY ACTIVITIES, AWARDS, HONORS, LEADERSHIP ROLES, OFFICES HELD, ETC. THAT YOU THINK WILL HELP IN YOUR POSITION AS A TUTOR COUNSELOR:**

***FOR LE MOYNE COLLEGE STUDENTS ONLY:***

**ARE YOU QUALIFIED FOR WORK STUDY FOR 2021-2022 Yes \_\_\_\_\_ No \_\_\_\_\_**

**HAVE YOU COMPLETED YOUR FINANCIAL AID FORM (FAF) FOR 2021-2022 Yes**  **No**

**PLEASE INCLUDE A RECENT COPY OF YOUR OFFICIAL TRANSCRIPT WITH THIS APPLICATION. ALSO, PLEASE HAVE THE TWO REFERENCES (ONE MUST BE FROM A FACULTY MEMBER) COMPLETED. RECOMMENDATIONS AND TRANSCRIPTS MAY BE RETURNED SEPARATELY. ALL SECTIONS OF THE APPLICATION NEED TO BE RETURNED TO:**

**Keana Saunders, Student Service Specialist (saundeka@lemoyne.edu)**

**Or**

 **UPWARD BOUND**

**LE MOYNE COLLEGE - ROMERO HALL 2nd Floor**

**SYRACUSE, NEW YORK 13214-1399**

**FAX: 315-445-4534**

**PHONE: 315-445-4530**

**LE MOYNE COLLEGE**

**UPWARD BOUND**

**TUTOR COUNSELOR RECOMMENDATION FORM**

 **(To be completed by A Faculty Member)**

**The following student is applying to become a Tutor Counselor in the Upward Bound Program. He/she will be expected to tutor high school students in all academic areas. We would appreciate your evaluation of this candidate's qualifications, using a scale of 1 to 5 (5 = outstanding; 1 = poor).**

**NAME OF CANDIDATE:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ability to work with others** | **1** | **2** | **3** | **4** | **5** |
| **Ability to communicate ideas** | **1** | **2** | **3** | **4** | **5** |
| **General knowledge of high school subjects** | **1** | **2** | **3** | **4** | **5** |
| **Personal attributes:** **\* Dependability** **\* Punctuality** **\* Attitude** **\* Responsibility** **\* Motivation** **\* Maturity** **\* Cooperation** **\* Leadership** | **1****1****1****1****1****1****1****1** | **2****2****2****2****2****2****2****2** | **3****3****3****3****3****3****3****3** | **4****4****4****4****4****4****4****4** | **5****5****5****5****5****5****5****5** |

**HOW LONG AND IN WHAT CAPACITY HAVE YOU KNOWN THE CANDIDATE?**

**WHY WOULD YOU RECOMMEND OR NOT RECOMMEND THIS CANDIDATE?**

**- OVER -**

**DOES THE CANDIDATE HAVE OTHER QUALITIES/PROBLEMS THE PROGRAM SHOULD**

**BE AWARE OF? PLEASE EXPLAIN:**

**NAME OF RECOMMENDER:**

**POSITION:**

**SIGNATURE:**

**DATE:**

**PLEASE RETURN THIS FORM TO:**

**Keana Saunders, Student Services Specialist**

**Or**

 **Upward Bound Program**

**LE MOYNE COLLEGE - ROMERO HALL 2nd FLOOR**

**SYRACUSE, NEW YORK 13214-1399**

**If you have questions, please contact the Upward Bound office at (315) 445-4530 or Email** **Saundeka@lemoyne.edu** **/** **upwardbound@lemoyne.edu**

**LE MOYNE COLLEGE**

**UPWARD BOUND**

**TUTOR COUNSELOR RECOMMENDATION FORM**

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| --- | --- | --- | --- | --- | --- |
| **Ability to work with others** | **1** | **2** | **3** | **4** | **5** |
| **Ability to communicate ideas** | **1** | **2** | **3** | **4** | **5** |
| **General knowledge of high school subjects** | **1** | **2** | **3** | **4** | **5** |
| **Personal attributes:** **\* Dependability** **\* Punctuality** **\* Attitude** **\* Responsibility** **\* Motivation** **\* Maturity** **\* Cooperation** **\* Leadership** | **1****1****1****1****1****1****1****1** | **2****2****2****2****2****2****2****2** | **3****3****3****3****3****3****3****3** | **4****4****4****4****4****4****4****4** | **5****5****5****5****5****5****5****5** |

**HOW LONG AND IN WHAT CAPACITY HAVE YOU KNOWN THE CANDIDATE?**

**WHY WOULD YOU RECOMMEND OR NOT RECOMMEND THIS CANDIDATE?**

**- OVER -**

**DOES THE CANDIDATE HAVE OTHER QUALITIES/PROBLEMS THE PROGRAM SHOULD**

**BE AWARE OF? PLEASE EXPLAIN:**

**NAME OF RECOMMENDER:**

**POSITION:**

**SIGNATURE:**

**DATE:**

**PLEASE RETURN THIS FORM TO:**

**Keana Saunders, Student Services Specialist**

**Or**

**HEPP/Upward Bound Program**

**LE MOYNE COLLEGE - ROMERO HALL 2nd FLOOR**

**SYRACUSE, NEW YORK 13214-1399**

**If you have questions, please contact the Upward Bound office at (315) 445-4532 or**

**Email** **Saundeka@lemoyne.edu** **/ upwardbound@lemoyne.edu**