



TRiO Programs Student Job Descriptions

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- Position Title:** UB Tutor/Peer Mentor (Summer)
- Job Location:** Colusa County Campus
- Job Type:** Part-Time (seasonal)
- Work Days/Hours:** M-TH, 36-40 hour
Fridays at the discretion of individual program need
- Program Description:** **Upward Bound (UB)** at Woodland Community College is a federally funded pre-collegiate program for high school students, from designated schools. The program is designed to motivate and prepare students, with academic potential, for success in education beyond high school. Program participants will benefit from the following services: academic counseling, college and financial aid application assistance, essential skills workshops, tutoring, college visits and cultural activities. All program services are FREE, but a serious commitment from the student and family is expected. Mandatory weekly tutoring attendance is required. UB activities are scheduled throughout the school year and includes a MANDATORY six-week Academic Summer Program so that students can earn college credits while still in high school.
- Job Description:** Tutor/Peer Mentors will advise, tutor, guide, and be a resource to UB students. The Tutor/Peer Mentor's primary focus is to support the overall success of the student by providing help with goal setting, tutoring, professional development, and personal development. Candidate must demonstrate willingness, patience, and a passion for the student's advancement in post-secondary education.
- Responsibilities:** Under the direction of the TRiO Assistant Director, the Tutor/Peer Mentor will perform a variety of tutoring and mentoring duties which involve meeting with students, assisting with tutoring, maintaining records, filing and typing reports. Mentors are responsible to:
- Meet with students and maintain proper documentation of their progress.
 - Develop an enduring & trusting relationship with mentees.
 - Maintain punctual attendance
 - Facilitate student activities
 - Priority consideration will go to students who have taken Woodland Community College courses or courses taken at a university with the equivalency to classes listed below (courses are subject to change):
 - Speech 6
 - Art 1A
 - Counseling 10
 - Ethnicity 5
 - Other tasks assigned by program Staff as deemed necessary.
- Knowledge of:** Essential office skills including:
- Modern office practices, procedures, and equipment.
 - Correct English usage, grammar, spelling, and punctuation.
 - Interpersonal skills using professionalism, patience, and courtesy.
 - Policies and objectives of assigned program and activities.
- Qualifications:** Must be currently enrolled at a Community College, CSU, UC or Private.
Must maintain a 2.5 cumulative GPA or above.
Must have a valid driver's license and be able travel to designated sites.