

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

TRIO Educational Outreach Programs

Upward Bound College Prep Academy
130 Turner Student Services Building, MC-306
610 East John Street
Champaign, IL 61820



STUDY CENTER COORDINATOR for TRIO Upward Bound College Prep Academy

THE CHALLENGE AND OPPORTUNITY: The University of Illinois at Urbana-Champaign TRIO Upward Bound College Prep Academy is searching for an energetic, creative, and self-motivated Study Center Coordinator to oversee the Study Center/Tutoring program and provide supervision to seven to ten tutors for its 2015-2016 Academic Year Component. A large number of the students come from under-served, under-resourced, and under-prepared backgrounds and are often potential first-generation college students. The Selected individual must have a deep commitment to working with these populations.

ABOUT THE PROGRAM: The TRIO Upward Bound College Prep Academy is an intense pre-college program that assists youth from the Champaign, Urbana, and Rantoul, IL areas. The program is designed to identify students interested in attending college and to equip them with the skills necessary to succeed in college.

ANTICIPATED START AND END DATES: September 2, 2015-May 15, 2016.

EXAMPLES OF DUTIES: The Study Center Coordinator is expected, for example, to: coordinate all activities associated with the Study Center; supervise a staff of seven to ten tutors; implement the Study Center daily tutorial schedule, participate in training activities; monitor tutor/student relationships during Study Center; serve as the core personnel who keeps the communication lines open between the administrative staff, tutors and students; work closely with the administrative staff in finding new and innovative ways to operate the Study Center; monitor staff timesheets; maintain the Study Center attendance report; complete weekly reports; exercise good judgment and professionalism when interacting with staff and students; and other duties as assigned.

REQUIRED QUALIFICATIONS, KNOWLEDGE, AND SKILLS

- Must be an undergraduate student with senior status or a graduate student, current or retired teacher, or experienced professional
- All students must be in good academic standing.
- Current or retired teachers or experienced professionals must provide evidence of competency in tutoring subject (e.g., transcript, copy of diploma in discipline, reference letters, certifications, citations).
- Preference given to individuals with experience working with economically challenged/first generation college bound students and/or previous tutoring experience.
- Must have excellent oral and written communication skills.

TIME COMMITMENT: Must be available to work Mondays and Wednesdays during 4:00pm-8:00pm. Hours subject to change depending on operational and students' needs.

SALARY: \$14 per hour minimum. Eligible campus employees may be considered for work in excess compensation.

BACKGROUND CHECKS: Chosen candidates are required to pass an extensive background check prior to starting the position. New background checks may be required for individuals employed previously by Upward Bound and/or who work in other areas of the University of Illinois at Urbana-Champaign or off campus.

TO APPLY: Please complete your application online at <https://illinois.edu/fb/sec/9236341> and upload the following supporting documents online along with your application:

- 1) **Cover Letter** (addressing qualifications, experiences and how you comply with requirements)
- 2) **Resume**
- 3) **Philosophy of Education** (addressing your perception of teaching, learning, your teaching goals, your goals for students and/or your personal goals as an educator)
- 4) **Unofficial copy of academic transcript with evidence of highest degree**
- 5) **Contact information for four references** (including: name, job title, phone number, and e-mail address)

***Previous Upward Bound employees should submit the following: an application, cover letter, and an updated resume.**

APPLICATION DEADLINE: Applications will be reviewed and interviews may be conducted immediately and will continue until suitable candidates are identified.

PROGRAM WEBSITE: <http://www.omsa.illinois.edu/collegeprep/upwardbound.html>

STUDENT AFFAIRS DIVERSITY STATEMENT: http://www.omsa.illinois.edu/DOCS/Diversity_SA.pdf

Illinois is an Affirmative Action/Equal Opportunity Employer and welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity (www.inclusiveillinois.illinois.edu).